

# **ST EUPHEMIA COLLEGE**

**K-12**



## **COMMUNICATIONS TECHNOLOGY POLICY**

**2014**

## **1. Policy Statement**

This Policy provides direction for the use of information and communication technology by staff, students, parents and caregivers of St Euphemia College.

St Euphemia College's Information and Communications Technology (ICT) resources are provided for educational and School Administration purposes. ICT can be used to access, process, manage, present and communicate information. Access to these resources, which include hardware and software, is provided with the expectation that all users act in a considerate and responsible manner.

## **2. Applicability**

This Policy applies to all staff, students, parents and caregivers of St Euphemia College.

## **3. Context/Rationale**

ICT is considered to be any electronic device or related application which allows users to record, send, access or retrieve information in text, audio, image or video form. This may include related applications such as email, discussion forums, chat rooms, blogs, podcasts, social networking sites, instant messaging systems, personal mobile devices, imaging and audio tools.

The purpose of ICT at St Euphemia College is to:

- enhance the teaching and learning environment for teachers and students
- promote student achievement in a rich, diverse, dynamic and collaborative environment
- support the professional work of staff
- enhance the School's management of information and administration systems

The use of ICT within the School should be responsible, legal, appropriate and for educational use, and should follow this Policy and its accompanying Procedures.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Authority***

The Principal/Delegated Authority is expected to:

- make adequate provision for teacher training and professional learning, covering the general use of ICT across all KLAS
- provide a safe and secure learning environment
- select appropriate technological resources and take necessary measures to manage the School's resources
- coordinate the development and implementation of the Communications Technology Policy and Procedures.
- monitor computer usage and activities
- authorise access to School computing equipment
- remove a user's access to computers and the School's network if there is evidence of deliberate unauthorised activity
- provide access to technological resources including Internet, for educational purposes only
- prioritise maintenance entries on the School's Electronic ICT Register.

### ***Responsibility of the ICT Administrator***

The ICT administrator is expected to:

- monitor and inform the Principal/DA of any activity that breaches the ICT Policy and its Procedures
- provide accurate and detailed information on computer and network activities to the Principal/DA on request
- manage the creation, restriction and distribution of user access to School computers and the network through the use of usernames and passwords
- coordinate and monitor consultancy support as well as the School's Electronic ICT Register.

### ***Responsibilities of Staff***

Staff are expected to:

- utilise the Network for instructional purposes
- select appropriate technology for teaching purposes
- evaluate ICT activities and instructional materials that are not from a pluralist perspective
- be familiar with the School's policies and rules concerning ICT
- be aware of student activity and if necessary, inform the ICT Administrator
- make reasonable efforts to monitor the use of ICT resources
- become familiar with the Internet and its use so that effective monitoring, instruction and assistance may be achieved.

### ***Responsibility of the Parents and Caregivers***

The Parents and Caregivers are expected to:

- ensure that they are aware of the student's rights and responsibilities in relation to ICT at the School
- complete and return the Permission of Use of ICT and Internet services.

### ***Responsibility of the Students***

Students are expected to:

- access the School's ICT resources for educational purposes only
- be responsible for information that is sent and received
- not allow other users to know their passwords
- change their passwords frequently
- adhere strictly to copyright laws
- not use unethical and/or illegal electronic devices
- not attempt any unauthorised access or hacking of the School's system
- agree to not submit, publish, and/or display any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material
- report any breaches of this Policy and its Procedures.

In this Policy it is not possible to anticipate every possible use of the School's computing facilities or internet services. Staff and other authorised users are encouraged to act with caution and take into account the underlying principles intended by this Policy. Advice should be sought from the Principal/DA and ICT Administrator where there is lack of clarity regarding appropriate action relating to the School's computers and network use.

## **5. Monitoring, Evaluation and Reporting Requirements**

The Principal/Delegated Authority reserves the right to monitor and evaluate the use of its equipment and network systems at any time without notice and report any infringements to the relevant authority.

## **6. Policy Review**

This Policy will be reviewed as required.