



JOHN PAUL COLLEGE INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE GUIDELINES

This guide is available on our web site at www.jpc.wa.edu.au

It is the responsibility of the student and parent/guardian to be aware of its contents.

RATIONALE

Information and Communication Technology (ICT) has been introduced into schools allowing access to email and the Internet and other telecommunication devices. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material, significant productivity loss, and personal safety.

In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

DEFINITION

Information and Communication Technology means all computer hardware, software, systems and technology including (but not limited to); the internet, email and social networking and telecommunications devices and facilities that may be used or accessed from a school campus or connected to a communication network.

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Policy statement 2-C4 Discrimination and

PRINCIPLES

1. At John Paul College ICT is provided for educational purposes only.
2. Using ICT at John Paul College is a privilege. This privilege can be removed if school rules are broken.
3. ICT may be used by students at the College. More information on ICT is available on our website at www.jpc.wa.edu.au
4. Students using the ICT must not break State or Federal laws (a summary of these laws are an attachment to this

8. Students shall respect the privacy of others, work within the legal boundaries of licensing and copyright, not engage in any form of cheating, use language appropriate to the expectations, and take good care of all ICT equipment.
9. Students shall take personal responsibility for their behaviour whilst participating in any online school-based activities, regardless of where the student may be physically located.
10. John Paul College will utilise various tools and technologies to ensure compliance with this guideline. This may include the installation of software or the enabling of restrictions on non-school owned devices.

PROCEDURES

1. John Paul College is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this guideline.
2. John Paul College shall identify acceptable and unacceptable use of email and other ICT systems and is committed to regularly updating this guideline.

- **Acceptable use shall include but**

12. utilise access to various communications offered by the College in an appropriate and safe manner
13. the device is to be maintained and cleaned
14. maintain enough storage space for school-related files
15. request permission from the teacher and other students when using the camera and audio recording functions
16. must not publish photographs or recordings
17. may not access their device before school and during recess 1 or 2

Specifically, the school does not permit the following:

1. the use of social media applications or games, for example Facebook, Instagram, Snap Chat, Wattpad etc.
2. loaning of devices to other students
3. leaving a device in such a place that it is likely to be easily stolen or damaged
4. sharing your passwords with anyone
5. providing your personal information to anyone

Attachment

Important Statutes which are applicable to students' use of School ICT include:

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes: