Information Technology Policy

Acceptable use of Computer and Internet Resources
Upon enrolment students and parents are asked to sign a consent form to grant their child access to the internet and other information and communication technology resources.

By singing the consent form, both parents/guardians and students are agreeing to the terms of access as set out in the Acceptable Use of Computer and Internet Resources Policy and acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

Where disclosure of personal information is made through authorized avenues (for example by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside Saint Mary's Catholic College's control to prevent such instances from occurring.

Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the internet.

The operation and maintenance of technology resources often requires the backup and caching of data, logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. Saint Mary's Catholic College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

Cyber bullying and defamation
Students must not use email or the internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

Security
Students must perform a virus check on all attachments received by email and on all disks before opening. Students must ask for assistance if they are unsure as to hoe to perform a virus check or the virus check identifies a problem with the attachment/disk.

Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.

Students must not use another person's name and password to access resources.

Students must report a suspected breach of security to the teacher.

Copyright
Just because something is on the Internet it is not freely available – copying or downloading material from the Internet may be a breach of other intellectual property rights. Students must not use Saint Mary's Catholic College technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy
A breach of this policy will be taken seriously and may result in disciplinary action.

Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of School Discipline policy. Students and guardians/parents may be financially liable for damage caused to resources.

Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

Mobile Phone Procedures
Parents wishing to contact their student during school hours may do so by using the general College number, and messages can effectively be relayed to students.

Students who bring mobile phones to the College may elect one of two options about their management while they are at the College. In both cases, students are not to have mobile phones on them at any time during the day.

   A. Students may deposit the phone at the office on arrival at the College, and collect it when leaving the College in the afternoon. This ensures that phones may be securely stored at the College.

B. Students who elect to keep their phones in their bags for the day should not the following procedures:

- All phones are to be turned off for the whole day (i.e. From arrival in the morning until learning the grounds). In the event that a student remembers during school hours that their phone is not switched off, they are to get a teacher to accompany them to their phone as they turn it off. This prevents their using the phone as being misinterpreted as unauthorized use.
- No student is to use or handle a phone in anyway during the time on the school grounds or during school hours. (i.e. text messages, calls, games)
- Having elected not to use the safe storage option A (above), the College does not accept responsibility for any damage of theft to phones not stored at the office.
- All reports of theft of a mobile phone are immediately referred to the police.
- All incidents of misuse of mobile phones are to be immediately reported by the Deputy Principal.

iPods and other Electronic Devices
iPods and other electronic devices are not to be used on the College premises except if requested for a specific learning activity. In such situations, they will only be used during that activity. These devices should be safely stored at the College using the same procedures as for mobile phones i.e. either in a safe storage at the office for the day, or kept in bags in the port racks. The College bahaviour management policy specifies consequences for inappropriate use of both mobile phones and other electronic devices.