



STUDENT ICT SAFE AND RESPONSIBLE USE GUIDELINES

RATIONALE

Loreto Normanhurst's Information and Communication Technology (ICT) facilities bring great benefit to the teaching and learning programs at the School and to its effective operation. A key goal is to create and maintain an online culture which is in keeping with the values of the school and legislative and professional obligations.

These guidelines deal with responsible use of ICT by students and includes information about digital citizenship, student responsibilities and the nature of possible consequences associated with breaches which undermine the safety of the school environment.

SCOPE

The School requires every student to comply with these terms as a condition of access to its ICT systems. Use of any school system or service indicates that the student understands and accepts these terms. Any student who is unsure of the meaning of any terms, should seek advice from the ICT department.

RELATED POLICIES

- Cyber Security Policy
- Information Security Policy
- Student Password Policy

GUIDELINES

All students must abide by the contents of these guidelines.

1. The school's ICT facilities are primarily for educational purposes appropriate to the school environment.
2. Students must treat all school ICT systems and equipment with care and respect.
3. Students will login to the School's network and online services using their own username and password (refer to the Student Password Policy).
4. Students will be informed to periodically change their passwords to manage security. Passwords should be a minimum of eight characters and numbers (refer to the Student Password Policy).
5. Students are reminded that they continuously represent Loreto whenever and wherever they use online communications, both at and away from school.
6. Students' use of ICT must not put themselves or anyone else at risk (refer to the Student Anti-Bullying Policy).
7. While at school and at home (including the Boarding School), students must not access, attempt to access or share inappropriate, age-restricted or objectionable material.
8. Students may only use social networking or social media in line with Loreto values.
9. Students must not make any attempt to avoid or bypass security, monitoring or filtering that is in place at school. Private wireless connections are not allowed.
10. Students must not download any files such as music, videos, games or programs that do not comply with copyright legislation. Anyone who infringes copyright law may be personally liable under this law.
11. Students must ask a teacher or boarding supervisor's permission before posting any personal information (including photos) online about themselves or others. Students must also obtain permission from any other person involved. Personal information includes name, address, email address, phone numbers and images. The school monitors and may audit student use of internet, systems, equipment and data on the school network.



The Loreto Normanhurst Pastoral Care and Behaviour Management Guidelines apply to students who do not follow these guidelines. Parents/guardians will be contacted if a student is suspected of breaching these conditions.

STUDENT-OWNED DEVICES (inclusive of phones, smart watches, iPads and tablets)

In Year 5 and 6 there is a specific iPad program and is excluded as a Student Owned device.

If students in Years 5 and 6 should bring to school another wireless-enabled device or tablet like devices, these devices may connect to the School's wireless network using the student's allocated username and password.

Students in Years 7 to 12 may bring wireless-enabled iPads or tablet like devices to class if permitted by their teacher. Connection to the School network by these devices is a privilege and can be revoked at the School's discretion.

Student-owned device rules

- No Social Media applications or distractions are allowed during class and study times.
- Students are not to use their device unless directed by the teacher as part of their normal classroom activities.
- If no approval for use has been made by the teacher, the devices must be turned off and not be used or seen.
- Must not be used to make personal phone calls and text/instant messaging.
- Must be in silent mode while at School or on public transport to and from School.
- Are to be charged prior to bringing them to school.
- Must not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Must be looked after by the owner/student. This includes securing in lockers during the day and protecting devices from the elements while in transit.

Boarding students must comply with Boarding School Out-of-School-hours policy regarding use of ICT. Any students breaching the above guidelines will effectively have their device treated as per Mobile Phone policy.

This Policy is located on the HR section of the Staff Intranet.

Version	Approved By	Version Date	Comment	Policy Owner	Next Review Date
1	Leadership Team	November 2010	Original	Director of ICT	2011
2	Leadership Team	2011,2012,2013,2014,2015	Review, no change	Director of ICT	2016
3	Leadership Team	2016,2017	Review, no change	Director of ICT	2018
4	Leadership Team	2018	Revised	Director of ICT	2019
5	Leadership Team	2020	Revised	Director of ICT	2021