



STUDENT ICT SAFE AND RESPONSIBLE USE GUIDELINES

INTRODUCTION

Loreto Normanhurst's Information and Communication Technology (ICT) facilities bring great benefit to its teaching and learning programs and to the effective operation of the School. 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.

This document deals 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's environment.

All students must abide by the contents of this policy.

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 only their own username and password.
4. Students will be informed to periodically change their passwords to manage security. Passwords should be a minimum of eight characters and numbers.
5. Students are reminded that they continuously represent Loreto whenever and wherever they use online communications, both at and away from the School.
6. Students' use of ICT must not put themselves or anyone else at risk (as per the Loreto Normanhurst Policy and Guidelines: Student Anti-Bullying).
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 will use social networking or social media in line with Loreto values.
9. Students must not make any attempt to get around or bypass security, monitoring or filtering that is in place at the 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's 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, images and other identifying information. 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 this policy. 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 Years 5 and 6 there is a specific iPad program - these iPads are **not** considered to be a "Student-Owned device" for the purposes of this policy.

Student-owned devices may be connected to the School's wireless network using the student's allocated user ID and password. Students 7-12 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 devices may be used in class at the discretion of the supervising staff member present. They are to be used in an educational capacity for reading digital texts, image, sound or video capture/recording, research and managing cloud-based information in accordance with common school practices.

Rules for Student-Owned Devices

- 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
- Student-Owned devices may not be used to make personal phone calls and text/instant messaging.
- Student-Owned devices must be in silent mode while at School or on public transport to and from School.
- Student-Owned devices must not be charged at school.
- Student-Owned devices 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).
- Students are fully responsible for their own devices. This includes securing in lockers during the day and protecting devices from the elements while in transit.

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

This policy is published on the School's website and 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
5	Leadership Team	October 2018	Revised	Director of ICT	2019