



# loretonormanhurst

*...growing individuals and communities...*

## **SAFE AND RESPONSIBLE ICT USE POLICY FOR STUDENTS**

### **INTRODUCTION**

The school's ICT (Information and Communication Technology) facilities bring great benefit to the teaching and learning programs at Loreto Normanhurst and to the effective operation of the school. This document deals with the cybersafety and appropriate use of ICT by students.

The overall goal of the school is to create and maintain a cybersafety culture which is in keeping with the values of the school and legislative and professional obligations. This policy includes information about student obligations, responsibilities and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

The school's ICT facilities are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased, either partially or wholly by the school, and used on or off the school site.

All students must abide by the contents of this policy (as per the conditions of entry).

### **RULES FOR STUDENTS**

As a safe and responsible user of ICT:

1. Students must log on only with their own user name and password.
2. While at school or a school-related activity, students must not have any involvement with any ICT material or activity which might put themselves or anyone else at risk (as per the Loreto Normanhurst Policy and Guidelines: Student Anti-Bullying).
3. Students must understand that the rules in this policy also apply to mobile phones or other electronic devices (including iphones, digital cameras etc). Students must only use these with permission from a teacher or Boarding Supervisor for an approved purpose.
4. While at school (including the boarding school) and at home, students must not:
  - access, or attempt to access, inappropriate, age restricted or objectionable material;
  - download, save or distribute such material by copying, storing, printing or showing it to other people.
  - use social networking or social media inappropriately.
5. While at school (and in the boarding school) students must not make any attempt to get around or bypass security, monitoring and filtering that is in place at school, including using a private wireless connection.

6. If students accidentally access inappropriate material, they must:
  - not show others;
  - turn off the screen or minimize the window and report the incident to a teacher or Boarding Supervisor immediately.
7. Students must not download any files such as music, videos, games or programs without the permission of a teacher or boarding supervisor. This ensures the school complies with copyright legislation. Anyone who infringes copyright may be personally liable under this law.
8. These rules apply to any privately owned ICT equipment students bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
9. Students must not connect any device to, or attempt to run any software on, school ICT equipment without permission.
10. Students must ask a teacher's or boarding supervisor's permission before giving out any personal information (including photos) online about themselves or any other person. Students must also obtain permission from any other person involved. Personal information includes name, address, email address, phone numbers and graphics.
11. Students must respect all ICT systems at school and treat all ICT equipment with care.
12. The school will monitor student use of ICT systems, ICT equipment and material sent and received using the school's ICT network.
13. The school may audit student use of ICT equipment to ensure downloads are not excessive and are in accordance with the download policy.
14. The school has procedures and consequences students do not follow this policy  
These may include:
  - Confiscation of ICT equipment (including mobile phones etc)
  - Academic penalties as outlined in the student/subject handbooks
  - Consequences for cyberbullying as outlined in the *Loreto Normanhurst Student Anti-Bullying policy*
  - Suspension or monitoring of use of the ICT network for a period of time
  - Access to the web and email limited, monitored or terminated for a period of time
  - Detention and/or community service
  - Counselling
  - Suspension
  - At the discretion of the Principal, students may be asked to leave the school
  - Police may be involved and criminal charges result

Parents/guardians will be contacted if a student is suspected of breaching these conditions.

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