

Title	Student Acceptable Use of ICT Policy
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1. Summary

- 1.1 This policy sets out expectations and obligations for using Information and Communications Technologies (ICT) to support students' education in a secure, safe and respectful environment. It highlights obligations for staff, students and parents in Catholic Education Archdiocese of Canberra Goulburn (CECG) schools.
- 1.2 The policy applies to all digital devices, applications and networks used by students in CECG schools, or outside school premises for education purposes.

2. Student Acceptable Use of ICT Policy

- 2.1 Students must use school Information and Communications Technology (ICT) for acceptable use only.
 - Acceptable use includes work related to the student's curriculum and educational needs, and incidental personal use (e.g. internet searching) that does not interfere with the learning environment or school operations and network security.
- 2.2 Parents and students (if age appropriate) must read and sign the [Student Acceptable Use Agreement](#).
 - Generally, students from Pre-Kindergarten through Year 2 will be considered too young to sign the Acceptable Use Agreement. A parent/guardian will sign for these students ensure they have explained the agreement to their child.
- 2.3 Students who wish to use personal devices at school, and their parents/carers, must sign a [Personal Digital Device Use Agreement](#). It outlines expectations and responsibilities to use personal devices in a way that does not interfere with the learning environment or create risks for network security and student information.
- 2.4 Student access to CECG ICT is a privilege and access may be revoked for not following acceptable use standards. Other consequences may also apply depending on the severity of the breach (e.g. cyberbullying, which is against the CECG [Bullying and Harassment Policy](#)).
- 2.5 Information created, communicated, stored or accessed using CECG digital devices, applications, and networks may be monitored by the school or Catholic Education Office.
- 2.6 All students remain bound by Territory, State or Commonwealth laws, including anti-bullying laws, laws about pornography including child pornography, anti-discrimination laws, privacy laws, and laws concerning criminal use of technology.

3. Catholic Education Office Responsibilities

- 3.1 The Catholic Education Office (CEO) will:
 - Review the use of ICT from time to time to ensure it is acceptable
 - Take lawful action to protect the security of its assets, facilities and networks
 - Take lawful action to fulfil its duty of care to students including blocking Internet sites, restricting a user's access, and confiscation of devices.

4. School Principal Responsibilities:

- 4.1 School principals will:

- Ensure that a [Student Acceptable Use Agreement](#) and (if relevant) a [Personal Digital Device Use Agreement](#) is signed annually by parents/guardians and students (Year 3 and above) before a student is allowed to access school ICT.
- Ensure students receive appropriate instruction so they can understand and comply with the Acceptable Use Agreement and this policy.
- Ensure students receive appropriate instructions regarding network security when using digital devices, applications and networks.
- Seek informed parent consent before allowing access to digital applications that share student data.
- Provide education for students that focus on safe and respectful behaviours on the internet protective behaviours when accessing online environments, and possible dangers of communicating personal information.
- Endeavour to monitor student compliance with the Acceptable Use Agreement, to investigate alleged breaches of the Acceptable Use Agreement by students, and to implement appropriate consequences; and
- Work with the CEO to monitor use of digital devices, applications and networks, and inform students that monitoring may occur.

5. Student Responsibilities

- 5.1 Students will abide by the responsibilities set out in the [Student Acceptable Use Agreement](#) and [Personal Digital Device Use Agreement](#).

6. Parent responsibilities

- 6.1 Parents must read and sign the [Student Acceptable Use Agreement](#) and the [Personal Digital Device Use Agreement](#) (if applicable) before their child is allowed to use school ICT.
- 6.2 Parents are responsible for supervising student use of digital devices and applications, and internet use while the student is at home.
- 6.3 Parents must not

- 10.2 **Networks:** includes local area networks, connections to external electronic networks and subscriptions to external network services.
- 10.3 **Digital Devices:** include desktop computers, laptops, tablets, mp3 players, iPods, USB storage devices and mobile phones, regardless of who they belong to, that are brought onto the CEO or school property or to school activities, or that are connected to the CECG network or facilities.
- 10.4 **Applications:** refers to any application software that can be used by a computer, mobile device, or tablet, which may be cloud or client based
- 10.5 **Inappropriate material:** means material which is inappropriate or harmful for children and includes:
- Child abuse images: depictions of children being sexually abused or posing inappropriately.
 - Pornography: depictions of adults engaged in sexual activity.
 - Nudity: depictions of detailed nudity.
 - Violence: depictions of violence that is particularly strong in impact.
 - Illegal activity: content which promotes or instructs in criminal activity.
 - Terrorist related material: content that advocates terrorist activities.
 - Other material that may require an adult perspective.
- 10.6 **Incidental personal use:** is defined as use by an individual student for occasional personal communications provided that such use is lawful and complies with this Policy.
- 10.7 **Information and Communication Technology (ICT):** means all computer hardware, software and

- [Student Acceptable Use Agreement](#)
- [Personal Digital Device Use Agreement](#)
- [Personal Digital Device Agreement](#)

11.2 Online resources for Esafety

- [Australian Privacy Principles](#)
- [CyberSmart Challenge for Primary Students](#)
- [Bullying No Way: Online Safety and Online Bullying guidance](#)
- [Esafety Commissioner](#)

12. Contact

- 12.1 For support or further questions relating to this policy, contact the CECG School and Family Services team.