



ICT Acceptable Use Policy

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Preamble

Mercedes College recognises the powerful contribution that digital technologies, including the internet and other forms of information and communications technology (ICT), can make to the development of human life and culture. The college is committed to providing quality ICT infrastructure and resources to enhance teaching and learning and to be used in harmony with the Catholic ethos of the college, and in keeping with Mercy tradition.

Rationale

This Policy establishes the principles regarding safe, responsible and lawful use of ICT resources and facilities at Mercedes College.

Scope

This Policy applies to all staff and students of Mercedes College and to other users, such as volunteers and contractors, who are authorised by the Principal, or his or her delegate, to have access to the college's ICT resources.

This Policy covers the utilisation of any ICT resource owned or operated by the college at any time, whether during or outside of school hours, and includes the use of remote access facilities.

This Policy applies to the use of personal ICT devices such as mobile phones, tablets and laptop computers used to access the college's resources.

Definitions

ICT refers to Information and Communication Technologies and includes the provision of hardware, software and access to the internet.

Social networking refers to any internet or intranet website, program, tool or other electronic communication that publishes, posts, shares or discusses information, or allows interaction with others.

Defamation refers to any statement (including photographs, media and animations) that can harm another person's reputation.

Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

Copyright infringement occurs when there is an unauthorised reproduction of a work that is protected by copyright.

Personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. *The Privacy Act* requires individuals and the College to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

Policy Principles

Acceptable Use of ICT

- The use of ICT resources must be consistent with the Catholic ethos of the College.
- Users have a responsibility to use resources in an appropriate ethical, safe and lawful manner. This includes:
 - Following guidelines for protective practices.
 - Respecting the rights of copyright owners.
 - Ensuring intellectual property rights are not violated.
 - Protecting personal information in accordance with the college's Privacy Policy.
- The college's ICT resources are educational and business facilities, to be used primarily for educational purposes.
- All documents and data created and stored on the network will be treated as education-related and are the property of the college. Accordingly, users should not expect that any information or document transmitted or stored on the network is private.
- Personal devices may be used by staff and students if:
 - They are used to undertake college business or meet educational requirements in line with ICT acceptable use guidelines.
 - They are protected with a secure password.
 - Images captured for learning and assessment are removed from the device at the end of the activity.
 - Use of the device does not breach other Policies.
- Incidental personal use of devices is permitted if the use:
 - Conforms to college policies and processes.
 - Does not hinder productivity.
 - Does not interfere with learning.
- Users must take steps to prevent unauthorised access to ICT resources by maintaining secure passwords and protecting devices from access by other users.
- Any usage of the college's ICT resources for social networking must be strictly in accordance with this Policy and the Social Media Policy.



Unacceptable Use of ICT

- The college's ICT resources must not be used for the conduct of private business.
- Users must not use College credentials (including email addresses) for private activities such as banking or subscription services.
- Users must not attempt to gain unauthorised access to anyone else's account, device or user information.
- Users must not attempt to defeat any security controls (including installation of any VPN or similar software)
- Users must not use ICT facilities to:
 - Injure the reputation of the college and/or the Church in a manner that may cause embarrassment to any member of the college or Church community.
 - Offend the ethos and values of Catholic teachings.
 - Send or publish any statement, image or other material that is offense or threatening, or could constitute harassment, discrimination, vilification, defamation or bullying.
 - Knowingly access, download, store, send or publish any material that is pornographic.
 - Do anything that is known or reasonably suspected to contravene the law including downloading material in breach of copyright.
 - Send or help to send unsolicited bulk email (spam).
 - Open or download any attachment, or access any link, that may be reasonably suspected of containing a virus, malware or other computer contaminant.
 - Install any unlicensed or non-approved software on computers or communication devices supplied by the college.
 - Cheat, collude or plagiarise.
 - Store or download large files for personal use.

Monitoring and Compliance

- The college will implement and monitor systems to ensure college facilities are protected and used in responsible, safe and lawful ways.
- All users accessing or using ICT resources provided by the College accept that acceptable use will be monitored.
- Breaches of Policy principles and guidelines may result in loss of privileges including loss of access to ICT facilities or further disciplinary procedures as deemed appropriate.

Limitation of Liability

The college does not guarantee that the functions or services provided by or through its ICT resources will be error-free or without defect.

The college will not be responsible for any damage users or others may suffer including, but not limited to, loss of

data or interruptions of service, whether such loss of data or interruptions of service is incurred through a breach of this Policy.

The college is not responsible for the accuracy or quality of the information obtained through, or stored on, college systems.

The college will not be responsible for financial obligations arising through the unauthorised use of provided technology.

Policy links and References

SACCS ICT Acceptable Use Guideline 1.0 (2018)

Mercedes College Learning Policy

Mercedes College Social Media Policy

Mercedes College Academic Integrity Policy

Mercedes College Safe School Policy

Mercedes College Protective Practices Guidelines (2019)

eSafety: games, apps and social networking

<https://www.esafety.gov.au/key-issues/esafety-guide>

Australian Federal Police ThinkUKnow:

Cyber safety and security guide

<https://www.afp.gov.au/what-we-do/campaigns/thinkuknow>