



INFORMATION AND COMMUNICATION TECHNOLOGY: STUDENT USE PROCEDURE

Originally released: 2000

Reviewed: 2017, 2018, 2019, 2020, 2022, 2023, 2024

Due for review: 2025

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety Wellbeing & Behaviour

STUDENT AND PARENT/GUARDIAN AGREEMENT

Please read the College Information and Communication Technology Procedure (this document) and then sign the agreement on Page 12 of the College Student Planner. Students will not be permitted to access the College's ICT resources until this agreement has been signed.

STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY PROCEDURE

RATIONALE

Information and communication technology (ICT) has been introduced into schools predominantly through email and the Internet. This document outlines the processes for the responsible use of ICT at Bunbury Catholic College.

The availability of these resources and services for learning and curriculum support will help develop fundamental skills and attitudes necessary for responsible use within an information society. Our procedure is designed to protect the College community by clearly stating the terms and conditions for access, behaviour and responsible use in keeping with the teachings of the Catholic Church and our school and technology vision statements.

SCHOOL VISION STATEMENT

Through quality teaching and learning in an environment enlivened by Christ's spirit of love, justice and freedom, Bunbury Catholic College strives to empower students to achieve their potential, as our gift to God.

TECHNOLOGY VISION STATEMENT

Through the integration of technology across the learning environment, the Bunbury Catholic College community seeks to enhance its vision of quality teaching and learning. Guided by Gospel principles, technology will be incorporated widely, used professionally, and analysed critically.

The progressive development of appropriate skills and attitudes will provide community members with the potential to develop responsibility in a technological society.

DEFINITION

Information and communication technology means all computer hardware, software, mobile devices, smart watches, associated listening devices and systems and technology provided by Bunbury Catholic College to students. This includes the local area network (LAN), Internet and email.

PRINCIPLES OF THE PROCEDURE

1. The Bunbury Catholic College ICT is provided primarily for educational purposes. Students are expected to be aware of the conditions that constitute acceptable/unacceptable use of their devices.
2. **The use of ICT facilities and services is a privilege, not a right.** This privilege can be removed for inappropriate use.
3. Students using the College's ICT must not break state or federal laws (links have been provided at the end of the document).
4. Bunbury Catholic College has the right to check all written, graphic, audio/visual and other materials created, produced, communicated, stored or accessed on College ICT by students. This includes emails.
5. Students shall be made aware that access to ICT and, in particular email and the Internet, can expose them to inappropriate or offensive material. Such material is to be regarded as an issue for education, and must be treated in accordance with the College policies that deal with responsible behaviour, as well as with respect to our Catholic values.
6. Students shall take personal responsibility when using the College's ICT services. This includes, but is not limited to:
 - protecting their personal information and data
 - maintaining the required level of security
 - respecting the privacy of others
 - respecting the legal boundaries of licensing and copyright
 - using language appropriate to the College's expectations
 - taking good care of all ICT equipment.
7. Students are required to be familiar with the information contained in the ICT Responsible Use Plan. Students and parents are required to sign the agreement on page 12 of the College Student Planner.

PROCEDURES

Bunbury Catholic College acknowledges the need for guidance, instruction and supervision in the use of electronic ICT systems and mobile devices.

The College is committed to ensuring all students are aware of standards for the use of ICT within the College. Students should abide by the conditions outlined in this procedure and must be aware of the consequences for any violations.

Bunbury Catholic College shall identify acceptable and unacceptable use of the network (including email and Internet), mobile devices and smart watches. The College is committed to regularly updating this procedure.

ACCEPTABLE USE

Acceptable use includes

- researching information relating to an assignment; students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting
- gathering specific information about subjects/topics
- collaborative learning projects
- emailing or messaging a teacher or friend for assistance with school related work
- cameras on mobile phones, as directed by the subject teacher
- other educational activities, as directed by the subject teacher

UNACCEPTABLE USE

Unacceptable use includes, but is not limited to, the following

- using any electronic device to film or record a staff member or student (including oneself) in a setting that identifies, or can be ascribed to, Bunbury Catholic College and its facilities
- transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, including
 - threatening, sexually explicit or harassing materials
 - offensive or discriminatory materials
 - material that may be physically or emotionally harmful, including bullying or harassment of fellow students or staff or others, outside the school
- the use of social media for the airing of criticism of a student, teacher or parent of the College, or any of its programs and initiatives*
- communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
- interfering with or disrupting the College ICT, services and devices, including
 - distribution of unsolicited advertising
 - propagation of viruses in any form
 - using the network to make unauthorised entry to any other machine accessible via the network
- plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software
- conducting private business matters or using the system for any personal gain
- copying, downloading and/or installing unauthorised or pirated software, videos, music, games, images or applications
- bringing inappropriate material to school in electronic form, including on USB thumb drives (BCC staff may check student USB thumb drives, as required)
- deliberate damage to hardware and peripherals. See the device agreement for cost structure

* It is expected that parents of the College also abide by this expectation. There are appropriate channels through which the College welcomes feedback to achieve positive change.

UNLAWFUL COMMUNICATIONS

It is unlawful to send communications which

- defame someone or an organisation
- infringe copyright laws (i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material)
- contain statements which could constitute sexual discrimination or sexual harassment
- display sexually offensive or insulting statements based on the race, colour or nationality of a person
- undertake activities which break state and or federal laws

STUDENT DEVICES

An 'electronic device' can refer to laptops, mobile phones and smart watches.

- **Years 7-11** Personal electronic devices i.e. **all mobile phones**, that are not in use, either as a classroom tool or on excursions, need to be turned off and put away immediately, upon students arriving at the College. They should be secured in student lockers through out the day until 3:00 pm, **unless authorised by a teacher**.
- **Year 12** Students may have their mobile phones on their person, but they must be turned off at all times. Mobile phones must not be visible, or in use, while students are on College grounds, from the time they arrive at the College. **This includes during recess and at lunch time**. Mobile phones may only be used during the school day with the **express permission** of a subject teacher and this must be for **instructional purposes only**.
- At the commencement of tests/in class assignments, mobile phones and other electronic devices such as smart watches, must be handed to the supervising teacher who will store the devices for the duration of the assessment. Teachers may apply further management strategies to eliminate opportunities for the inappropriate use of the device.

Information with regard to the general use of a mobile phone

- **Students with specific medical needs** e.g. diabetic students, are permitted to access their mobile phones as needed, as part of their prescribed medical treatment.
- **No student is to have out, or use, a mobile phone**, on the College grounds, before school or at recess and lunch, as it is important to keep this time free for socialising and escaping the pressures of the classroom and technology in general. **Exemptions** to the above are if using the phone for medical purposes.
- **All Students** are prohibited from using their mobile phones to listen to music. Students are able to load "itunes" or its equivalent, onto their laptops. **The IT department will assist with this process**. Music can not be played through a portable speaker at any time.
- **All parents** are urged not to contact students, or make arrangements to leave messages at a certain time, or ask students to call home, at any time during school

hours. This leads to students having to contravene the ICT Procedure, which has real implications for all students.

- As is standard practice, it is preferable that all **communication from, and to** students, is through the College front office. For their own safety, a student who is unwell should report to the College nurse/front office, instead of texting this information to parents. The College asks that parents do not respond to texts from their student, if this is at all possible, but instead parents are encouraged to contact the front office, if there is a concern.
- Should a **student need to contact home** or deal with some other emergency, he/she is able to take the mobile phone to the front office, or to the Head of Year office, where the call is able to be made with impunity.
- Mobile phones **cannot be used for contactless payment** for items purchased in the cafeteria. Acceptable methods of payment include student cards, physical bank cards and cash.
- The College relies on all parents to support our policies and make appropriate choices with regard to the management and appropriate use of technology.
- The College takes no responsibility for damage or loss of personal electronic devices and phones if they are brought to school or used (with permission) on a school excursion or activity.
- Students are NOT permitted to use their mobile phones at College carnivals, unless permission is sought from a teacher or they are being used (with permission) to communicate with their parents.

College issued devices are subject to stated conditions of use and the signed parent agreement.

THE MANAGEMENT OF EARPODS/EARBUDS/EARPHONES

The College recognises that the use of EarPods/Earbuds/ Earphones is an integral part of using current technologies. However, the use of these devices is subject to appropriate use and management, in terms of the Bunbury Catholic College ICT policy parameters. The use of these devices is a privilege and **NOT** a right.

Students **ARE** only permitted to use EarPods/Earbuds/Earphones after school hours. Once on school grounds these items are to be securely stored in student locker.

Students are **NOT** permitted to use EarPods/Earbuds/Earphones during any scheduled lesson or activity, without the **express permission** of the teacher in charge. This includes lessons which are taken by a relief teacher. Students are only able to access these devices while under the **direct supervision** of the classroom teacher.

Students who are unable to manage the use of their devices appropriately will have the EarPods/Earbuds/Earphones confiscated. These will be returned through the relevant Deputy Principal, as is the procedure for the return of mobile phones which have been confiscated.

CONSEQUENCES

The unacceptable and/or unlawful use of ICT systems and devices constitute a breach of College rules and they will result in the loss of ICT privileges, and/or other school-based

disciplinary action, or possible referral to the police or other government agencies, as needed.

If a student is in breach of the rules, the electronic device, i.e. mobile phone

- will be confiscated by a teacher and it will be returned at 3:00 pm on the **following day, from the College front office.**
- The relevant Deputy Principal may apply alternative arrangements, as is deemed appropriate.
- Mobile phones confiscated on a Friday will only be returned on the Monday afternoon of the following week, or at the discretion of the relevant Deputy Principal.
- Should a student fail to comply with a legitimate directive from a teacher, teachers are asked to send students to discuss their concerns with the relevant Deputy Principal, who will put appropriate measures into place.

PROCESS

In order to retrieve a confiscated mobile phone (electronic device), on the following day, a student must

- Obtain an 'Electronic Device Infringement Letter' from the College front office.
- Have the letter signed by both a parent/guardian and the appropriate Vice/Deputy Principal or Head of Campus. Once this has been done, the device will be returned.
- Mobile phones can only be retrieved by a student after 3:00 pm on the following day.
- Each breach of this procedure will be recorded on SEQTA, for information and further action, as needed.
- A second offence (and each subsequent offence) in the Term, will require a parent/guardian to collect the mobile phone.
- The relevant Deputy Principal may consider telephonic parental contact sufficient to return a mobile phone, in some instances.
- An after-school detention is issued for the third (and subsequent) offence, in addition to parental contact.
- An internal College suspension may result in instances where detentions have not proved to be a sufficient deterrent.

PRIVACY INFORMATION

Please note, if parents wish to restrict information about, or images of, their child being used in a public domain, parents are to inform the College, in writing, at the beginning of each school year.

RESOURCES

Copyright Act 2006 (Cth)

<http://www.comlaw.gov.au/Details/C2012C00482>

Equal Opportunity Act 1984 (WA)

http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_305_homepage.html

Classification (Publications, Films and Computer Games) Enforcement Act 1996 (WA)
[http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtile_151_homepage.h
tml](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtile_151_homepage.html)

Criminal Code Act Compilation Act 1913 (WA)
[http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtile_218_homepage.h
tml](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtile_218_homepage.html)

Cybercrime Act 2001 (Cth)
<http://www.comlaw.gov.au/Series/C2004A00937>

Privacy Act 1988 (Cth)
<http://www.comlaw.gov.au/Series/C2004A03712>

Version	Date	Review Date	Revision Notes
1.0	2000	2002	First Release
2.0	2017	2018	Second Release
3.0	2018	2019	Third Release
4.0	2019	2020	Fourth Release
5.0	2020	2021	Fifth Release
6.0	2022	2023	Sixth Release
7.0	2023	2024	Seventh Release
8.0	2024	2025	Eighth Release