ICT Acceptable Use Policy

For Students at St Columba College

St Columba College

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Policy Title	ICT Acceptable Use Policy for Student
Ratified by Leadership	November 2020
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1. Preamble

Information & Communication Technology (ICT) has become of critical importance to St Columba College in facilitating and supporting learning for students.

St Columba College has established significant information and communication resources to support student learning, including all network services, infrastructure and associated systems and devices.

St Columba's ICT resources are to be used for educational purposes and students have a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.

St Columba College requires all students to understand the full potential of ICT and become productive members of today's society where the ability to correctly use ICT resources is an increasingly important skill.

2. Scope of Policy

This policy covers the utilisation of any ICT equipment, property or resource, whether owned by the individual or St Columba College. This includes accessing St Columba facilities and data facilities at any time during normal college hours or use outside normal college hours.

This policy should be read in conjunction with student BYOD Policy and BYOD Code of Conduct documents.

3. Network Access

All students will be assigned a log-in username and password to access college resources. It is a requirement that these details are not disclosed to anyone else, and it is paramount that steps are taken to keep these details private.

Logging on to the College or accessing cloud resources such as email, Office 365 and SEQTA facilities using a username and password other than your own will be treated as a most serious breach of this policy.

4. Student Policy

To give effect to this policy the following understandings and conditions apply to all St Columba ICT resources, regardless of how and when they are accessed.

Ethical, Legal and Responsible Use

- St Columba College requires all students to access ICT resources in an ethical, legal and responsible manner. Access to ICT resources is subject to the full range of laws that apply to the internet, communications and St Columba College policies. Such law and principles include student obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.
- St Columba College's ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using St Columba College ICT resources must comply with the terms of any licence agreement for the use of software programs and other online resources.

Security and Privacy

- Students have a role to play in ensuring the security and privacy of information transmitted when using St Columba ICT resources. Students are issued with unique usernames and passwords, which must always be kept confidential.
- Students are required to respect the privacy and confidentiality of all information that is accessible and report any breach or prospective breach of information security to the ICT Manager.
- 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. When logged on, each student is responsible for the security of their device and must not allow it to be used by an unauthorised person.
- Intentionally seeking information, obtaining copies or modifying files or passwords belonging to other persons, or representing others without express authorisation is prohibited
- Any deliberate attempt to subvert college security protocols may incur criminal or civil liability. Students are prohibited from deliberating infiltrating the college systems, damaging or altering software or data components of the systems in place.

Unacceptable Conduct

- Disclosing your username and password details to another person.
- Disclosing other private or confidential information to unauthorised persons.
- Gaining unauthorised access to any systems by any means.
- Using St Columba College ICT resources to attack or compromise another system or network.
- Downloading, installing or using unauthorised software programs, including games, graphics, music, movies or use of unlicensed software on College ICT devices.
- Storing inappropriate content on USB drives, OneDrive or any other storage technology (e.g. inappropriate images, obscene music or video files).
- Deliberately installing computer viruses or other malicious programs.
- Accessing or intercepting others' electronic communications.
- Logging on to the College network as any other user.
- Tampering with or damage any leads or cables associated with ICT hardware or systems.
- Knowingly infringing copyright regulations.
- Carelessly or deliberately wasting resources, (e.g., printing non-school related documents)
- Reset or change settings on any St Columba owned ICT equipment without the express permission of ICT Department staff.
- Attempting the repair of any ICT equipment.
- Consume food or drinks in ICT Labs
- Students should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, using email or an official website), users should be aware that invasions of privacy may sometimes occur, and it is outside St Columba College's control to prevent such instances from occurring.

Internet Access and Electronic Communications

St Columba college monitors student ICT activity and utilises web filtering services to restrict access to sites deemed inappropriate for educational purposes. Although college internet filters are updated daily, the nature of rapid creation of new internet sites may result in a new site being accessed prior to our filter update. While this filtering restricts accidental access to these sites, we aim to educate students to make wise decisions when using the internet. Therefore, at school, all internet activity must be accessed through the college provided internet service only. No alternative internet access (e.g., via a dongle, mobile phone etc.) is permitted.

ICT Department staff will set guidelines for what is considered appropriate. As a guide, the Internet or email should never be used for the following purposes:

- To abuse, vilify, defame, harass or discriminate members of the College or wider community by virtue of sex, race, religion, national origin or other.
- To access, send or receive inappropriate, offensive, obscene or pornographic material.
- To injure the reputation of the College.
- To send unsolicited bulk email, impersonate another person or computer or to send chain mail.
- To infringe the copyright or other intellectual property rights of another person.
- To perform any unlawful or inappropriate act.
- On-line games, chat lines or activity requiring considerable bandwidth is not permitted.

Individuals and/or the college may be liable for what is written or said in an email message. Email is neither private nor secret. Email can be easily copied, forwarded, saved, intercepted, archived and could be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and widespread.

Opening email received from unknown sources or carrying attachments of unknown origin or containing inappropriate material should be deleted immediately and the ICT Manager notified.

5. Breaches of Policy

Any breach of this policy will be directed to the appropriate College House Leader and/or Head of School.

Examples of possible action range from, loss or restriction of access to ICT resources, to formal disciplinary action for breach of School Behaviour Management Policy (students). Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

6. Conclusion

The terms and conduct described in this policy are not intended to be exhaustive, nor do they anticipate every possible use of the College's ICT resources. You are encouraged to act with caution and consider the underlying principles intended by this policy. If you are unsure of the appropriate action relating to the use of the ICT resources, you should contact the college ICT Manager.