



STAR OF THE SEA COLLEGE

ICT Student Policy

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea has been a member of Kildare Ministries.

This policy governs the use of all electronic communications at the College, including mobile communication devices, mobile phones, notebooks and laptops. At Star of the Sea College, this policy is grounded in the philosophy of wellbeing where all members of the school community are treated with dignity, respect and justice, and feel safe and secure. It is also grounded in the philosophy that the education of the whole person is our primary focus.

Rationale

The use of Information and Communications Technology (ICT) broadens educational horizons and therefore is seen as an integral component of curriculum delivery and a rich opportunity to support learning and development.

ICT offers powerful tools that can transform student learning. Students can develop and demonstrate their understanding of concepts and content in all learning areas through using ICT. It is also important that students know how to use ICT efficiently and responsibly, as well as learning how to protect themselves and secure their data.

Digital technologies enable enhanced learning that is interactive, collaborative, personalised and engaging. Students acquire valuable skills and knowledge to prepare them to thrive in our globalized and inter-connected world.

The College recognises that most students carry a mobile phone or other portable communication device and use them for different purposes including accessing the Internet, using educational applications, researching, connecting with others, viewing the calendar, and use of other functions such as address book, camera, watch and diary. For many parents their child's mobile phone is also a safety device whereby they can be contacted or used in an emergency.

While it is a valuable tool, it must be used responsibly and in accordance with positive cybersafe practices. If not used appropriately, mobile devices and digital technology may present risks to students' safety and wellbeing. The College is committed to educating all students to be safe, responsible and careful in their use of technologies, and to empower students to use technologies to reach their full potential.

Safe and appropriate use

As a tool of the learning process, ICT enables students to research information from a wide variety of sources, to communicate readily with others and to prepare, redraft and store work. Electronic research and communication skills are part of a portfolio of skills which students need in order to become lifelong learners.

Access to electronic communications is a privilege and not a right. Legitimate use is specifically for educational purposes only. These include:

- research activities as part of the school curriculum
- producing work that relates to associated learning activities
- the use of email for exchanging appropriate information and engaging in collaborative projects
- the authoring of Internet home pages, where applicable.



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At the College we:

- use ICT to enhance learning opportunities across all areas of curriculum
- target use to educational or developmental objectives
- support the development of student confidence and competence in the use of ICT and cyber citizenship
- actively promote safe, responsible and discerning use of digital technologies by educating students about online privacy, intellectual property and copyright and the importance of maintaining their own privacy online
- responsively address and issues or incidents that have the potential to impact on the wellbeing of students
- educate students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet
- have an Acceptable Use Agreement outlining expectations when using ICT on campus or for learning purposes
- support parents and guardians to understand safe and responsible use and the strategies that can be implemented at home
- provide a filtered internet service to block access to inappropriate content.

Student behavioural expectations

Mobile Communication Device Guidelines

- Mobile phones must not be used for communication - chat, message, or calls to others who are in or outside the College between 8:30am - 3:20pm unless permission has been explicitly granted for educative purposes by a teacher.
- Mobile communication devices must not be used at recess or lunchtime.
- Students should not contact parents/guardians directly in the event of illness and are to report to Student Services if feeling unwell, where parents/guardians will be contacted by the Student Services Secretary.
- In certain classes, devices may be used as learning tool with the express permission of the teacher in the classroom. The use of the device is at the discretion of the teacher, eg: use of phones with headphones to listen to podcasts, audio recording of discussions, note taking, photos of board work.
- In accordance with VCAA guidelines, mobile communication devices must not be brought into any formal assessment during classes or examinations and may result in having results cancelled.
- Students and families are advised that mobile communication devices are brought to school at the owner's risk. No liability will be accepted by the College in the event of the loss, theft or damage of the mobile communication devices unless it can be established that the loss, theft or damage resulted from the school's negligence.
- The College will take appropriate action against any student who photographs or films other members of the College community without their consent and/or who sends harassing, threatening or inappropriate SMS, MMS and email messages.



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In the event that a student uses a mobile communication device in an inappropriate way or breaches these guidelines, the following protocols will be enacted:

- *1st incident:* Phone confiscated and may be collected at end of the day from the PA Deputy Principal.
- *2nd incident:* Phone confiscated as above and parents notified.
- *3rd and subsequent incident:* Phone confiscated and parents will need to collect their child's phone.

For serious breaches of this policy, further sanctions in line with the Behaviour Management Policy may be enacted, after discussion with the Principal.

General Computer Use

- All messages, information and data sent and received using the College's telecommunications network are the property of the College.
- Students use their own password when logging into the network and using another person's password is not permitted.
- Using another person's programs or data without permission is not permitted. Work must be stored in the space allocated to each student.
- In line with copyright laws, the work of others must be appropriately acknowledged.
- Using impolite, abusive or otherwise objectionable language in either public or private documents is prohibited. Using any material that is deemed by the Principal to be against the school's Catholic ethos is prohibited.
- Students must not use the ICT in a manner which brings the school into disrepute.
- Use of ICT must be curriculum related.
- Software installation on school hardware must be carried out by a member of staff.
- Students must not vandalize hardware, data or material via the use of the Internet. Students must not upload or create viruses.
- The network shall not be used for:
- Circumventing security measures on school or remote computers or networks, data or material via the use of the Internet.
- Downloading and circulating unacceptable or offensive information.
- Information published on the Internet may be inaccurate or may misrepresent a person or situation. Accordingly, students must critically evaluate this information and use it with due care and consideration.

Internet

- Students should not knowingly use the Internet to access, retrieve or distribute material that is deemed offensive according to law eg. downloading, distributing or viewing pornography, racist or other material which degrades another person. This relates to media such as images, videos, words and music.
- The Internet must not be used to generate or access unacceptable material including sexually explicit or potentially dangerous material. If unacceptable material is accidentally located, students must notify a staff member immediately.
- The Internet must not be used for commercial transactions or profit.
- The College accepts no responsibility for purchases via credit cards or for meeting the requirements of any other contract.
- The Internet must not be used for political purposes.



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- Online publications, e.g. Blogs, Wikis, are formal publications and their contents and use must only be for educational purposes. They will be checked and approved by the appropriate member of staff.
- Students should not upload images of the College or any other information that identifies the College for their own personal use on the Internet without the permission of the Principal. This includes pictures of themselves in school uniform, teachers or images from school events (especially on such web spaces such as but not limited to: Facebook, Instagram, Tik Tok or YouTube). Whilst the list of possibilities is endless, in all matters of concern, discretion as to which material is inappropriate rests with the Principal.

Remote Learning

At times, remote teaching and learning is necessary and the College has approved processes to support this online teaching. Staff members will use a variety of platforms to deliver material, including the Google suite such as Hangouts and Google Meet or Zoom. Students should adhere to normal conventions related to classroom etiquette, and remain logged on to their devices at the direction of their teacher, including the use of the camera option as required.

Communication (Including email, mobile phones or social media)

Students should be aware that their school email may be monitored. Emails may be subject to quarantine holding if unacceptable use is detected.

Unacceptable use

Examples of unacceptable use include:

- sending or displaying offensive and anti- social material
- using obscene language
- harassing, threatening, insulting or attacking others
- sending messages that result in losses of the recipient's work or damage the system identity theft via mobile phones or social media networks
- using the network to disrupt its use by other individuals or by connecting networks disrespect of others' privacy and intellectual property
- trespassing in the folders or files of others
- using other users' email addresses and passwords
- using any means to avoid scrutiny by teachers of work in progress
- damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, damaging hardware, altering source codes or software settings, etc)
- use of material copied from the Internet without acknowledgement
- employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisement or political lobbying
- sending messages which bring the College into disrepute
- intentionally wasting time or resources.



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Students who do not follow the guidelines for use will, in the first instance, have the matter reported by the staff member to the Deputy Principal Students and relevant Pastoral Leader who will inform the Information Technology Manager. Possible consequences will be directed by the Pastoral Leader in consultation with the Deputy Principal Students and may include:

- making a formal apology
- receiving a reprimand
- attending an interview about the offence in the presence of parents
- losing unsupervised access for a prescribed period of time
- suspension from school
- serious incidents being reported to the police.

Any extreme breaches of the policy could lead to consideration of a student's place in the school. Pastoral Leaders will take the appropriate action after consultation with the relevant individuals.



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INFORMATION AND COMMUNICATIONS TECHNOLOGY: STUDENT AGREEMENT

When using ICT devices, I agree to be a safe, responsible and ethical user and agree to the Guidelines of this User Agreement.

- I will use ICT devices at school only during class time (this includes school-related activities and study periods) for educational purposes and only as directed by teachers.
- I agree that when talking and working with others (including online, messaging and chat), I will use appropriate language and not deliberately harass others. I will not enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).
- I will not participate in online bullying (eg. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- I will abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary) and think about how I use the content posted on the Internet, and not simply copy and paste information from websites or another student's work. I will evaluate the legitimacy of online content before utilising it in my work.
- I will respect the privacy and files of others. I will not interfere with network security, the data of another user, attempt to log onto devices or networks, such as school or social media, with the username or password of another student.
- I will not bring to the school or download unauthorised software, including games to the school computers.
- I understand that the school may monitor traffic, stored content and material sent and received using the school's network. The school may use filtering and/or monitoring software to restrict access to certain sites and email.
- I will take proper care of school ICT equipment. I know that if I have been involved in the damage, loss or theft of equipment/devices, my family may be responsible for the cost of repairs or replacement.
- I understand that I am responsible for the security of personal devices brought to school. The College will not be held responsible for the loss of personal devices.
- I understand that the school may audit and review the student use of its computer network, Internet, hardware and other devices. Such auditing may include any stored content, including email.
- I will ask permission to use mobile communication devices to record or share audio, video or images of others.
- I will protect my mobile phone numbers by only giving them to friends and family. (This can help protect a student's number falling into the wrong hands and guard against the receipt of unwanted or inappropriate calls or messages)
- I will protect my privacy rights and those of others by not giving out personal details, including account passwords, full names, telephone numbers, addresses and images.
- I will review the terms and conditions of use for any digital or online tool (eg. age restrictions, parental consent requirements), and if my understanding is unclear seek further explanation from a trusted adult.
- I will avoid eating and drinking around technological equipment to avoid any spills or damage to school provided hardware.
- I understand that I am liable for costs incurred for damage to school provided hardware in case of damage outside of warranty



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- I will talk to my teacher or another adult if:
 - I need help online.
 - I feel that the wellbeing of other students at the school is being threatened.
 - I come across sites which are not suitable for our school.
 - someone writes something I do not like, or makes me or my friends feel uncomfortable or asks me to provide information that I know is private.
 - someone is impersonating others via email or social media.

- I understand that if I break this User Agreement, the school may ban or restrict my ICT use, and/or inform my parents. Consequences may include confiscation of mobile device, meeting with the Pastoral Leader, myself and my parents, or suspension from the College. I also understand that my parents may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the College to inform the police.
- I understand that I will follow the guidelines, even outside the College, with respect to avoiding actions that are disrespectful to others, myself or the school.
- I acknowledge and agree to follow these guidelines. I understand that my access to the Internet and mobile technology will be renegotiated if I do not act responsibly.



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Appendix 1: INFORMATION AND COMMUNICATIONS TECHNOLOGY: STUDENT AGREEMENT

STUDENT COMMITMENT	
Student Name	
Year Level	
Homeroom	
Student's Mobile Number	
Student's IMEI Number (Optional)	
Student's Signature	
Date	

PARENT COMMITMENT	
I have read this User Agreement and am aware of and support the College's initiatives to maintain a cybersafe learning environment. I am also aware of my child's responsibilities.	
Parent/Guardian Name	
Parent/Guardian Signature	
Date	

Please sign and return this page to your Mentor teacher and keep the agreement documents for future reference.



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Responsible Officer	Deputy Principal Students
Approved By	Principal
Approved and Commenced	2016
Reviewed	2023
Review By	November 2025
Relevant Legislation	Child Wellbeing and Safety Act (2005) (Vic) Crimes Act 1958 (Vic) Copyright Act 1968 (Cth) Education and Training Reform Act 2006 (Vic) Equal Opportunity Act 2010 (Vic) Ministerial Order No 1359- Privacy Act 1988 (Cth)
Related Policies & Procedures	Pastoral Care Policy Child Safety Policy Child Safety Code of Conduct ICT Staff Policy Privacy Policy Reportable Conduct Policy Respectful Relationships Policy Social Media Policy Student Anti-Bullying Policy
Version	5
Amendments to version	Updated for MO1359 TikTok added