



Catholic
Education
Commission
Tasmania

STUDENT ICT POLICY

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1 PURPOSE

The aims of this Policy are to:

- (a) outline the standards expected at all times in relation to the use of Information and Communication Technologies (ICT);
- (b) instruct and guide Students regarding acceptable and unacceptable uses of ICT;
- (c) encourage Students to practise Cybersafety at all times;
- (d) confirm that CET will not tolerate the use of ICT that is unacceptable, unlawful or a potential risk to health and safety of others; and
- (e) operate with the Applicable Laws and policies.

2 WHO DOES THIS POLICY APPLY TO

This Policy applies to all students enrolled in a Catholic school and all Catholic schools operating in the Archdiocese of Hobart.

This Policy covers and applies to all Students in relation to:

- a) Behaviour in the School environment.
- b) Conduct outside School or outside school hours if their acts or omissions:
 - i. are likely to be unlawful, or are a potential risk to the health and safety of others, or damage, or
 - ii. are likely to damage the School's or CET's interests or reputation.

3 POLICY PRINCIPLES

3.1 Information and Communication Technology (ICT) provides opportunities for significant educational value and access is provided to Students as a tool to support learning and as such is expected to be used in accordance with the expectations of the School and balanced with the School curriculum.

3.2 The CECT is committed to its Schools providing School environments that:

- (i) are stimulating and productive environments for learning, teaching and administration;
- (ii) reflect the highest standard of accountability and sensitivity to the dignity of the human person;
- (iii) support knowledge of and respect for equality and cultural inclusion; and
- (iv) are free from all forms of unlawful discrimination, bullying and harassment.

3.3 Students will be educated on the meaning and application of this Policy and School ICT Protocols at a level that reflects age-appropriate developmental stages of Students.

3.4 Prior to using CET ICT, Students and/or Parents/Guardians will be required to enter into an 'Acceptable Use Agreement' as determined by the School.

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- 3.5** All written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT are the property of CET, and as such, are subject to monitoring by the School and CET.
- 3.6** The use of ICT by Students shall not be contrary to applicable laws and policies.
- 3.7** Authority for a Student to access ICT may be removed, restricted or changed at the School's or CET's discretion.

4 ACCEPTABLE USE OF ICT

- 4.1** Acceptable use of ICT includes, but is not limited to:
 - (a) gathering, organising, creating and sharing appropriate information for educational or related purposes;
 - (b) encouraging collaborative projects and resource sharing;
 - (c) any other tasks that are for educational or related purposes or that support and promote the School.

5 UNACCEPTABLE USE OF ICT

- 5.1** Unacceptable use of ICT includes, but is not limited to:
 - 5.1.1** Cyberbullying;

Cyberbullying can take many forms including (but not limited to) aggressive online behaviour such as sending or posting abusive/harassing/threatening or otherwise hurtful text/messages/email/gossip/chat/images/videos, or humiliating, intimidating or excluding others online.
 - 5.1.2** Deliberately bypassing school and/or CET network filtering systems.
 - 5.1.3** Transmitting or deliberately accessing, creating, receiving and/or disseminating material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening, defamatory, discriminatory or prohibited content such as sexually explicit materials.
 - 5.1.4** Unauthorised disclosing or communicating of information concerning any password, identifying code or other confidential information.
 - 5.1.5** Using School and/or the CET network and/or equipment to conduct private business for commercial gain or promote material unrelated to School defined tasks.
 - 5.1.6** Bring the School or CET into disrepute.
 - 5.1.7** Is otherwise contrary to School rules or protocols.

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5.2 Unlawful use of ICT includes but is not limited to:

- 5.2.1** Using ICT in a way that could constitute cybercrime, for example unauthorised access to ICT accounts or systems (such as hacking) or interfering with/disrupting network users/services/equipment (such as propagation of malware or denial of service attacks).
- 5.2.2** Using ICT in a way that could constitute discrimination, harassment or bullying.
- 5.2.3** Using ICT in a way that could constitute sexual discrimination or sexual harassment.
- 5.2.4** Creating, accessing, displaying or storing prohibited or illegal offensive online content.
- 5.2.5** Defaming a person or organisation.
- 5.2.6** Dealing with a person’s personal information in a way that breaches privacy laws.
- 5.2.7** Infringing of copyright laws, for example reproduction or adaptation of copyrighted material by downloading and further disseminating the material.

6 RESPONSIBILITIES

ROLE	RESPONSIBILITY
Principals	<ul style="list-style-type: none">a) Must communicate and implement this Policy within their School and School community.b) May develop additional School Protocols on ICT, however any such Protocol must not conflict with this Policy.c) Must promote this Policy within their School and take reasonable steps to ensure any potential breaches of this Policy are identified and acted upon appropriately.
Students	<ul style="list-style-type: none">a) Are required to comply with this Policy.b) May raise a complaint about unacceptable uses of ICT via the CET Complaints Process.
Parents/Guardians	<ul style="list-style-type: none">a) May raise a complaint about unacceptable uses of ICT via the CET Complaints Process.

7 BREACH OF POLICY

- 7.1 Breaches Of this Policy may result in a Student losing the right to use ICT resources for a period of time and/or the application of other sanctions as per the Response to Unacceptable Student Behaviour Policy and Procedure.
- 7.2 Unlawful and/or serious misuse of ICT may result in the School or CET involving the Police, other Government/Regulatory agencies, and/or ICT Platform Providers.

8 RECORD KEEPING

- 8.1 Student records must be kept for the length of time required by our legal requirements and records retention schedule.

9 COMPLIANCE (LEGISLATION AND OTHER DOCUMENTS)

- 9.1 Applicable legislative instruments containing overarching obligations:

Tasmanian legislation

- (a) *Anti-discrimination Act 1998*
- (b) *Child and Youth Safe Organisations Act 2023.*
- (c) *Children, Young Persons and their Families Act 1997.*
- (d) *Criminal Code Act 1924*
- (e) *Police Offences Act 1935*

Commonwealth legislation

- (a) *Australian Human Rights Commission Act 1986*
- (b) *Criminal Code Act 1995*
- (c) *Disability Discrimination Act 1992*
- (d) *Privacy Act 1988*
- (e) *Racial Discrimination Act 1975*
- (f) *Sex Discrimination Act 1984*

Other

- (a) *Non-government Schools Registration Board Guidelines.*
- (b) *National Principles for Child Safe Organisations.*
- (c) *Tasmanian Office of the State Archivist Notice of a disposal freeze on records relating to children.*

10 DEFINED TERMS

- 10.1 For Terms and Definitions please refer to the CECT Terms and Definitions document available

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on the CET website

11 FURTHER INFORMATION AND ASSISTANCE

11.1 For further information and assistance in relation to this Policy please contact Advisor: Governance Policy and Research policy@catholic.tas.edu.au

12 REVIEW OF THIS POLICY

12.1 This Policy will be reviewed every four years.

12.2 Updated versions of this Policy will be available on the CET website and on request.

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