Rationale

Access to digital technologies, including the internet, is provided to students and staff at Loreto College Ballarat because digital information and communication are important mediums for contemporary learning and teaching and administration. Levels of protection for child safety in the use of any technology is also required, therefore the technologies used in classrooms will be appropriate to the age and development of students. These technologies are used to support learning and the development of networks within Loreto College Ballarat for learning and teaching programs and professional learning. They also enable effective communication with parents and allow them to participate in their children's education, working in partnership with teachers.

Loreto College Ballarat, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators, and publishers in the digital environment. In using and managing internet and network services, students and staff at Loreto College Ballarat are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person.

Loreto College Ballarat also understands the need to maintain software security, data security and physical security. A secure file server room needs to maintained and upgraded regularly to keep pace with evolving capabilities and potential risks. Backup plans need to be in place to cover potential emergency situations.

Background

Loreto College Ballarat embeds technology in workplaces and schools. It is important that the use of this technology is used in a purposeful, responsible, legal, and ethical manner that is consistent with the diocesan vision. Loreto College Ballarat believes that the use of digital technologies in schools allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as young adults.

Scope

This policy was developed by Loreto College Ballarat. The policy applies to all members of Loreto College Ballarat community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications and systems provided, operated, or managed by Loreto College Ballarat.

Definitions

For the purpose of this policy, **digital technologies** are defined as being any networks, systems, software, or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy, or send any information such as text, images, audio, or video. It includes the use of technology such as email, internet, phone, mobile device, social media sites, online discussion, and chat facilities, copying and printing.

Policy Statement

Loreto College Ballarat will promote educational excellence and enhance the student learning environment through the use of a range of technological and multimedia equipment.

Students at Loreto College Ballarat will experience how information can be acquired, processed, stored, retrieved, manipulated, presented, and communicated to others. The schools have an important role in preparing students for online communities.

1. This policy will be made available on the College website and reference to the policy will be made in staff and parent handbooks.
2. As a cultural norm, the education of students in the intelligent, safe, and responsible use of digital technologies is imperative.
3. Curriculum areas and learning can be enhanced by providing access to current, appropriate, educational resources using digital technologies and platforms.
4. Students are introduced to ways of using digital technologies safely, encouraging them to experiment as creators, communicators, and publishers.
5. Equity of access is provided to all students and opportunities are offered to experience success and share that success.
6. An awareness is developed of the rapidly changing and ever-increasing role that digital technologies plays in society and education and how to use it safely and appropriately.
7. Teacher competency and confidence in the use of digital technologies is developed through professional learning and ongoing use of technologies as teaching and learning tools.
8. New staff and all students are inducted each year on the Digital Technologies Policy requirements.
9. Staff, students and parents are required to sign the 'Loreto ICT users Agreement' (Appendix 1)
10. School staff in conjunction with the Principal will identify any risk management issues and follow the protocols for managing, recording, monitoring, and minimizing risks.
11. The Principal will report any serious non-compliance or incidents of cyberbullying to CEB (Education Consultant).
12. This policy assumes the College is
    - working to protect its digital systems by following the Loreto College Internet and Security Policy (appendix 2) and
    - that students have signed and are aware of the details in the Loreto College Smart phone and electronic media guidelines.

All students and staff at Loreto College Ballarat are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever Loreto College Ballarat equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Non-compliance With This Policy

Disciplinary action may be undertaken by Loreto College Ballarat against any student or staff member who is found to be inappropriately using the provided internet, network services, devices, or mobile device. The Principal will determine the disciplinary measures to be undertaken in accordance with this and other policies and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students at the school.

Relevant Legislation

The use and provision of technology must not intervene the following legislation:

- Ministerial Order No 870 – Child Safe Standards – Managing the risk of child abuse in schools
- *Child Wellbeing and Safety Act 2005 (Vic)* CECV Child Safety Commitment Statement
- Age Discrimination Act 2004
- *Australian Human Rights Commission Act 1986*
- *Disability Discrimination Act 1975*
- *Gender Discrimination Act 1984*
- *Equal Opportunity Act 2010 (Victoria)*
- *Crimes Amendment (Bullying) Act 2011*
- Commonwealth *Privacy Act 1988*

Key Related Documents

- Anti-Bullying and Anti-Harassment Policy
- Assessment and Reporting Policy
- Duty of Care - Supervision of Students
- Learning and Teaching Policy
- Pastoral Care and Wellbeing Policy
- Privacy Policy

- Behaviour Management Policy

Appendix 1.

Digital Technology: Acceptable Use and Cyber-safety Agreement.

ICT Resources Agreement   **Appendix 1**

As a student of Loreto College, I accept that the aim of the Loreto College ICT resources is for educational purposes, and there may be consequences for any misuse of these resources.

Global Principles

1. Access to the College ICT Resources is a privilege not a right
2. The College ICT Resources must only be used for educational purposes
3. Privacy and student wellbeing must be respected in all electronic communications

Student Responsibilities

- Use ICT resources for purposes which support learning and educational research
- Be aware that any damage or laptop malfunction needs to be reported immediately and that fees might be incurred for rough handling
- Be responsible for all activity when using the internet and my Loreto online account
- Keep passwords private and not share with other students
- Not use my Loreto email account to sign up to social media or other personal accounts
- Respect the rights, privacy and property of others
- Observe copyright rules by respecting the information, ideas and artistic work of others and acknowledge the work of others where appropriate
- Not use ICT resources to bully, offend or intimidate others, or access or send inappropriate content.
- Never publish or send sexually explicit or sexually suggestive material
- ICT resources should not be used for recreational purposes during class times. This includes playing games and instant messaging
- Use appropriate language in all electronic communications
- Treat all College ICT resources with respect and not intentionally interfere with them in any way
- Understand that the school can monitor email and internet use
- Acknowledge that the misuse of ICT resources may result in disciplinary action including limiting access to the internet

Definitions

Inappropriate content	This includes, but is not limited to, items of a anti-social, terrorist, racist or pornographic nature, copyrighted music or video files.
Electronic Communications	Includes email, instant messaging, video conferencing, social media and any other material sent electronically
ICT Resources	Includes, but is not limited to, all networks, systems, software and hardware

This agreement relates to the use of Loreto College's ICT Resources by your daughter. By providing your consent below you acknowledge that you, and your daughter have read and agree to accept the responsibilities as outlined in this agreement