



Student Technology Acceptable Use Guidelines

This guideline is applicable to all students

Introduction

This policy relates to the use of Information and Communications Technologies (ICTs) at St Patrick's College Campbelltown and applies to students and families St Patrick's College. The purpose of this policy is to state the basis on which users are able to use ICTs at the College and the acceptable use of ICTs when interacting with others in a learning related context. Technology plays a large role in our lives. Digital devices can enhance and enrich learning opportunities both at home and at school.

Information and Communications Technologies (ICTs) includes:

- Access to the College local area and wide area network services and infrastructure
- Cloud-based services such as SPC Connect and, Google Apps for Education.

The College owes a duty to take reasonable care for the safety and welfare of students when involved in school-related activities, including activities that extend to online environments.

The College:

- Will make every reasonable effort to provide a safe and secure online experience for staff and students when using the College's online services; however, it is not possible to guarantee that users will not be exposed to inappropriate material.
- Include education on appropriate online behaviours and appropriate use of ICTs.
- Reserves the right to track all data sent through the College's networking infrastructure.
- Reserves the right to confiscate a student device or deny access to resources if there are concerns regarding content on the device or in how it is used. In this case parents/caregivers will be informed.

With respect to personal devices not owned by the College, St Patrick's College will NOT be responsible for personal devices that are broken, damaged, lost or not maintained while at school or during school-related activities.

Student Responsibilities

The conduct of students at St Patrick's College is based on mutual respect for all in the school community, including themselves, and the recognition that all have an equal right to a stable, supportive and safe environment in which to learn. Students and their families agree to use technologies in ways that are in line with this *Technology Acceptable use Policy* and the *St Patrick's College Protection and Respect Policy* available on the College website.

Security

Students agree to:

- Use strong passwords for their College network and other online accounts and not to share account details with others.
- Regularly backup all personal data on a regular basis.
- Make every effort to protect from damage any College owned infrastructure and online services.
- Not attempt to bypass College security devices or settings

Use at school

Students agree to:

Bring their fully charged devices (iPads or laptop computer) to school every day unless there is a full day excursion or a full day sports carnival.

Follow the instructions of your teacher. Technology should only be used during class when permission is granted by the classroom teacher.

Digital Identities

Students use a range of Web 2.0 and social networking tools in their personal lives and for school. Content created through these technologies shape students' digital footprints and are a part of a growing digital reputation – an important part of self-respect and respect of others.

Students agree to:

- Choose online names and avatars that are suitable and respectful.
- Set profiles to private—and check every now and then to make sure the settings have not changed.
- Use shared online spaces with care and respect.
- Not to use cameras or audio recording devices without the permission of the people involved.
- Not to upload pictures of students, staff or members of the College community to websites for public viewing without consent.

Bullying

Cyberbullying is the use of technology to deliberately and repeatedly bully someone. The St Patrick's College *Students Rights and Responsibilities* policy extends to online environments. Do not put up with being bullied. Tell your parents, teachers or another responsible adult. Do be an active bystander by speaking up and safely defending others, if you see or hear of bullying.

Offensive, inappropriate or illegal content

It is prohibited to have offensive, material inappropriate for school-aged children, illegal content or pirated content on a College-owned or student-owned device that comes into the College.

Academic Integrity

Class work will require students to independently access and appropriately use a variety of online materials during their course of study. Students have a responsibility to maintain the highest standards of academic integrity in their work and ensure they appropriately acknowledge the ideas, interpretations, words or creative works of others. 'Referencing', 'citing' and 'attribution' are terms often used to refer to the acknowledgement of sources. Refer to the St Patrick's Library website for further information.

This statement of policy is intended to communicate the basis on which all students are able to use ICTs provided by the College and the acceptable use of personal ICTs when interacting with others in our school community. It is not intended to be exhaustive and cannot anticipate all current and future uses of ICTs. If any students are unsure about interpreting the Technology AUP, she is responsible for discussing this with their Homeroom teachers or the Leader of Library and eLearning as soon as possible. This document is posted online at the College website – <http://ipad.saintpatricks.nsw.edu.au/policies-and-agreements>.