



Policy Number:	STUDENT 11
Policy Name:	Student Device Acceptable Use Policy
Contact Officer:	Principal
Date Approved by Executive:	May 2022
Date of Next Review:	May 2025
Related Policies:	Student ICT Services Agreement

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

Further information relating to the Ministerial Order can be found at

<https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

1. PURPOSE

1.1 This policy refers to all electronic devices. A 'device' means any device including but not restricted to computers, laptops, tablets, smartwatches and mobile phones. Students must use all electronic devices carefully and follow all teacher instructions about how and when to use them while in a College setting.

2. USE OF EQUIPMENT

2.1 When using electronic devices on the College network or within the College grounds:

I agree to:

- Take full responsibility for the device, using the device in a safe and respectful manner without intentionally damaging or disrupting equipment or software.
- Maintain the security of usernames and passwords. Acknowledging that claiming someone else accessed your account due to your mismanagement is not an acceptable excuse.
- Only access files or internet sites which are relevant to the classroom curriculum.
- Comply with a teacher's request to put away, shut down or close the screen on the device without argument.
- Acknowledge that the College's network filters will be applied to the internet, and I will not attempt to bypass them.
- Carefully consider the content that I upload or post online, knowing that anybody can view this content can be viewed by anybody.
- Use the College email account for College related purposes only. Email may not be used in class time without teacher consent.

I agree NOT to:

- Share my password with another student or access the account of another student or teacher.
- Use the device for non-instructional purposes, such as making phone calls, messaging or accessing social media.
- Record, transmit or post photographic images or video of a person(s) in the College setting unless for educational purposes as instructed by the teacher.
- Use the device to engage in threatening, cyberbullying, make unreasonable demands or use harassing materials or any other behaviour which is abusive or otherwise offensive behaviour.
- Use or download unauthorised programs/applications, including games, during College hours or while on the College system.

2.2 I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or-device privileges, as well as other disciplinary action.

3. COLLEGE OWNED LAPTOPS

3.1 A laptop is provided as part of the Global Fee. It is important that students and parents are familiar with the terms under which these devices can be used within the College environment.

3.2 Portable technologies are a valuable teaching resource, and their appropriate use in promoting learning is encouraged. They are often excellent sources of information or portray places, people, events and emotions that otherwise would be difficult to capture in the classroom setting. Portable technologies provide a window into a wider world; they challenge students to a greater understanding of issues and demand well-considered responses. They are part of an active learning program. Students are responsible for ensuring that:

- They bring the device fully charged to College each day.
- They take it to every class unless instructed otherwise by a teacher.
- The device is used in accordance with College rules, policies, and procedures as well as expected standards.
- There is always space on the drive for the storage of College related files.
- The device has all the required applications installed and texts available.
- Only educational and teacher approved applications and files are accessed during College hours.
- The device is secured in a padlocked locker when not in use in the classroom.
- Must be on silent mode while on the College grounds.
- Devices and accounts are secured using a relevant password.

3.3 Data Backup

3.3.1 The student is responsible for the backup of any files stored on their device, and the College is not liable for any lost files. Documents saved on the College network drive will however, be backed up on the College servers. Students often use devices to access and store information; as a result, data will be stored locally but may also be stored on servers that are located outside of Australia. Students should take measures to protect their privacy and stay safe online.