



## Information and Communication Technology (ICT)

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### **Rationale:**

The use of computers, Information and Communication Technology (ICT) and related equipment and services are an important aspect of modern education.

Shepparton Christian College students use resources such as Edmodo, email systems, the Internet, and many other computer or internet based tools as part of their learning.

### **Aims:**

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for the provision of innovative educational programs.

Shepparton Christian College is constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.

This document will refer to Information and Communications Technology (ICT), being the hardware and software that enables data to be digitally processed, stored and communicated.

### **Background:**

The use of Shepparton Christian College ICT resources, including a networked computer and laptop system with internet access school wide, is for education and school related purposes.

### **Implementation:**

Unless stipulated otherwise, the following points apply to all students, staff and other authorised users.

Unless otherwise stipulated, the following points apply to all electronic equipment at Shepparton Christian College, including (but not limited to) privately owned laptops, tablets and mobile phones on the premises.

- The school's ICT resources are to be used for College related purposes.
- All software used at Shepparton Christian College must be appropriately licensed. This includes all software on student owned laptops used at school.
- Each user is required to keep their login credentials secure and not share them with anyone.

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- Storage space on the school network is limited. As such, only school work related files should be stored on the school system. Games, music, videos or images should not be stored on school computers/servers unless they are specifically related to school projects.
- The school has the right to monitor all users' access to computer equipment as well as files stored by students on the school computer system. All users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in their directory. All data residing on the school computer network is the property of Shepparton Christian College. School staff authorised by the Principal may review the subject, content and appropriateness of electronic communications, internet searches or other computer files. Any violations of school policy, rules, or acceptable use will be reported to the Principal.
- In the event of a suspected breach of College expectations, privately owned laptops or other electronic devices must be submitted for inspection on request. This includes entering security passwords to allow suitable access to all files.
- Accessing, producing, distributing or storing inappropriate material at Shepparton Christian College will be followed up with disciplinary action. Inappropriate material includes (but is not limited to) pornography, graphic violence, racist, nudity or generally offensive material (or as deemed inappropriate by the College Principal).
- The use of digital communications to bully, harass or degrade others will be followed up with disciplinary action.
- Computers in classrooms are not to be used without teacher permission.
- Students must not attempt to repair hardware without permission. Students must not reset computers, change computer preferences or touch monitor buttons without permission. Students must not unplug cables or equipment or turn off computers or printers.
- Users must not knowingly infringe copyright.
- Users must not attempt to circumvent the school's internet filtering system.
- Users must not attempt to impersonate others online
- Users must report any problem with hardware or software to a staff member. The school network belongs to the Shepparton Christian College community and all users must help maintain its integrity and security.

**Evaluation:**

- This policy will be reviewed as part of the school's three year review cycle.

In developing the above policy the School Board has aligned these procedures to the Vision and Mission Statements where Biblical philosophies have been the underlying theme.

This policy was adopted at School Board on

**Sept 2017**