INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY

Issue date:	
Last Review date:	
Recent review date:	17 March, 2026
Review cycle:	Every 3 years
Approved by:	Principal

1. BACKGROUND

Shepparton Christian College recognises that the use of Information and Communication Technology (ICT) and related equipment and services is an important aspect of modern education.
SCC students use resources such as email systems, internet access, and many other computer or internet-based tools as part of their learning. The use of Shepparton Christian College ICT resources, including a networked computer and laptop system with school-wide internet access, is for education and school-related purposes.

2. PURPOSE

Shepparton Christian College is constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program. This policy refers to ICT as the hardware and software that enables data to be digitally processed, stored and communicated. The purpose of this policy is to provide clear guidance on the acceptable use of ICT in the Shepparton Christian College community.

3. SCOPE

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

4. IMPLEMENTATION

Purpose of ICT Resources

- College ICT resources are to be used solely for College-related purposes.
- All software used at the College must be appropriately licensed, including all software on student-owned laptops used at school.

User Responsibilities

Users must:

- Keep login credentials secure and not share them with anyone.
- Store only schoolwork-related files on the school network; games, music, videos, or images may only be stored if directly related to a school project.

- Report any hardware or software issues to a staff member immediately. The school network belongs to the Shepparton Christian College community, and all users must help maintain its integrity and security.
- Take reasonable precautions to prevent virus/malware/phishing attacks on systems within the school. School-managed laptops and systems have antivirus and other security software installed to prevent virus/malware/phishing attacks. However, this software is not 100% effective.

Monitoring & Privacy

- The school reserves the right to monitor all users' access to ICT equipment, internet activity, and files stored by students on the school network.
- Users should have no expectation of privacy or confidentiality regarding electronic communications or files sent, received, or stored on the school network.
- 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.

Personal Devices

- In the event of a suspected breach of College expectations, privately owned laptops or other electronic devices must be submitted for inspection on request, including entering security passwords to allow suitable access to all files.

Prohibited Actions

Users must **not**:

- Access, produce, distribute or store inappropriate material (including, but not limited to, pornography, graphic violence, racist material, nudity, or other offensive content).
- Use digital communications to bully, harass, tease, or degrade others, either inside or outside school hours (refer to the College's *Anti-Bullying and Cybersafety Policies*).
- Use classroom computers without teacher permission.
- Attempt to repair hardware, reset computers, change computer preferences, or touch monitor buttons without permission.
- Unplug cables or equipment or turn off computers or printers.
- Attempt to circumvent the school's internet filtering system.
- Impersonate others online.
- Use the device's of teachers or peers without consent or in an inappropriate manner.
- Knowingly infringe copyright.

Academic Integrity & AI Use

- Generative AI (Artificial Intelligence) is a useful tool for learning, but can also be used for inappropriate actions. Generative AI should not be used to prepare assessments, unless there is explicit direction from a teacher to do so. Work found to be created by generative AI in breach of this policy will be treated as cheating and dealt with in accordance with the College's *AI Use Policy.*
- Plagiarism is presenting the work of another as your own without due referencing. Plagiarism will be treated as cheating and dealt with in accordance with the College's *Academic Integrity Policy*.

Security & Safety

- Inappropriate use of digital technologies is a serious breach of school trust.
- Incidents of this behaviour should be reported to a staff member and will be dealt with appropriately. All issues raised will be dealt with while protecting the privacy of those raising concerns. Issues raised anonymously are difficult to deal with.

5. CONCLUSION

By adhering to this policy, students, staff, and other authorised users help ensure a safe, secure, and effective ICT environment at Shepparton Christian College.