



Acceptable Use of Technology Policy

Student use of Information and Communication Technologies (ICTs) at Saint Stephen's College is contingent on safe and appropriate practice. This policy includes the BYOL program and mobile phone use during school hours. Inappropriate use could result in consequences, outlined in this document.

All students in Years 5 to 12 must complete the online course in the first week of attendance each year. This course will supply the students with a certificate upon completion and will cover the content outlined in this document.

At Saint Stephen's College, Digital Citizenship refers to students displaying appropriate, responsible use of technology. There are three pillars, and subsequent College expectations, to consider in using technology appropriately:

1. User

It is your responsibility to protect your personal information, as well as the way you represent yourself online and your permanent digital identity.

- a. All communications and use of ICTs must facilitate research and educational purposes as opposed to personal or inappropriate use.
- b. Student College email accounts are not to be used for social media accounts.
- c. Use acceptable and appropriate language, images and videos that will not offend others. Do not overshare your personal information or thoughts. Bullying, teasing, cheating or similar activities must not take place at any time.
- d. Secure your password by making it at least 8 characters long, using capitals, digits, spaces and other characters. Never share your password with any other students, including siblings.
- e. Only use a computer when you are logged into that computer. Lock your computer screen when not in use.
- f. Laptops must be fully charged when brought to the College at the start of each day. Power points may be accessed to charge Laptops at lunch in the Team Projects computer lockers or the iCentre White Wing.
- g. Students must have their own headsets or earphones with them for every lesson.

2. Other People

It is your responsibility to be considerate of the way you interact and communicate with other people. You must ensure that when you communicate with ICTs, you treat others respectfully. What you do while using technology must not disrupt the learning of others.

- h. Possession or transmission of any material in violation of any College Policy or Federal/State regulation is prohibited. This includes, but is not limited to, copyright material, and threatening or obscene material.
- i. Communications and information should be assumed to be private property. Do not copy or transmit to others without permission of the material's owner.
- j. Only the software provided or endorsed by the College is permitted to be used at the College.
- k. If a computer is out of charge, a student may plug in after obtaining a Technology Exemption from a staff member. The cord must not pose any risk to the safety of anyone in the classroom.

3. Property, including Intellectual Property

It is your responsibility to respect the property of others, including hardware such as laptops, printers and peripheral devices. You must acknowledge the work (intellectual property) of others appropriately and respect other's digital property, such as documents, videos, files and images.

- l. Only use a computer that does not belong to you if you have permission from the owner.
- m. Respect the property of others to facilitate the effective operation of resources. Additional software is not to be installed on College owned devices.
- n. Adhere to copyright obligations and appropriately acknowledge sources used.
- o. College ICT use for commercial activities, product advertisement or lobbying is prohibited.
- p. Students are not permitted to use any device to record staff or students in any way (audio, video, images, etc.) without first gaining permission of the people involved.
- q. If you have identified a security problem on the network, you must notify the IT Department and not demonstrate the problem to other users.

Technology Exemptions

Minor Breach of Expectations

1. Laptop not charged or lunchtime charging not completed
2. No headphones
3. Playing computer games or watching videos for personal entertainment
4. Being distracted by technology rather than working on set tasks during class time
5. Unnecessary downloading, streaming or personal communication via messaging or email
6. Possessing and sharing content deemed inappropriate by the teacher
7. Listening to music in class
8. Time wasting through unnecessary computer use
9. Not having a student card available for use

Minor Breach Consequences	Technology Exemption issued Three exemptions per term permitted before consequence escalation Inappropriate content deleted
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Escalation consequences	Email notification to parents and after school detention
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Significant Breach of Expectations

1. Using a computer or device to bully, harass or offend another person
2. Possessing and/or sharing inappropriate and offensive materials
3. Using a computer when logged in as someone else without their permission
4. Vandalism of College or student devices, College Network or data
5. Installing software on College computers
6. Using VPNs or mobile phones to go online
7. Inappropriate activities, as identified by a teacher
8. Not being honest about technology use
9. Repeated technology exemptions issued after a technology detention in a school term

Significant Breach Consequences	Immediate withdrawal from class Meeting with Director of eLearning and Head of Year Potential meeting with parents and College staff Other consequences, including Police intervention, as determined appropriate by the College.
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BYOL (Bring Your Own Laptop)

Purpose of the device

The primary purpose of the laptop, while at school, is education specifically associated with Saint Stephen's College. Other uses are not permitted during school time. It is the student's responsibility to ensure their device is charged, virus-free, undamaged and functioning to access the College network and classroom activities.

Power Management

The device must be fully charged at the beginning of each school day, ready for learning to occur. If a laptop battery does not last until at least lunch time, the battery or computer will need to be replaced. Students may bring their charger to access Team Projects computer lockers or the iCentre White Wing at lunch to maintain power supply for the remainder of the day. Charging a laptop in class can only occur after the student has obtained a technology exemption and is sitting so that the cord does not pose a risk to others.

Types of devices

Only Windows 10 devices that meet the minimum hardware specifications are allowed. New non-Windows 10 devices will not be provided connection to the College network.

Monitoring and auditing devices

The College reserves the right to review any digital material, systems or applications in order to determine whether use of the technology or material stored are appropriate. Inappropriate or illegal material will be removed, and consequences implemented to manage breach of policy, including the option of internet access restrictions.

Internet/wireless network access

Students must connect to the College network while at school. Appropriate use and download limits apply. Each student is permitted to have one device connected to the College network.

Maintenance

The device must be suitably maintained, so that it is virus-free, with software updated in a timely fashion, and working efficiently. Damaged devices can be a safety hazard and may need to be fixed or replaced, and students may apply for a loan device during this time.

Software

Each device must have a copy of Microsoft Office 2016 or 2019 installed. This is provided free of charge by the College. Other software that is provided by the College or recommended by the College must also be installed. Specific software required for specialist subjects must be installed, working correctly, and the appropriate version.

Security

Each student is personally responsible for the safety, security and care of their device. It should be locked in a locker (Secondary) or secured by the teacher in the classroom (Primary) when not being used. Devices should never be left unattended around the College grounds or classrooms. When not in use, students should lock their screen to protect their privacy.

Backups

Each student is personally responsible for organising and securing their data. OneDrive – Saint Stephen's College, is the location for all files related to school work. It automatically synchronises files with the cloud and makes the files accessible from any computer connected to the internet through www.portal.office.com. External drives should not be considered adequate protection against loss of data.

External mouse

The College recommends an external mouse to enable more precise computer use.

Damage or Loss

Students are responsible for the care, security and use of devices. Saint Stephen's College makes no warranties of any kind for digital or hardware issues. Saint Stephen's College will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, incorrect deliveries, or service interruptions caused by the College or by the user's errors or omissions. Use of any information obtained via the Internet/Intranet is at the user's own risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

All laptops should have a padded carry bag to reduce the probability of damage when being carried around the College and to/from the College.

The College recommends Accidental Damage Insurance is held to minimise the financial impact of damaged equipment, particularly cracked screens.

Definitions

Inappropriate Use

Bullying (repeated unwanted negative treatment), intimidation, threatening behaviour, teasing, sharing illegal or offensive materials, constant unwelcome personal messages, harassment, watching personal videos for entertainment, unnecessary messaging or emailing, playing games, accessing internet sites not related to classwork, wasting time on the computer, streaming sport, online betting or gambling, or use deemed to be unacceptable by a College Staff Member. Inappropriate content includes non-educational content as identified by the classroom teacher such as video, games, music and images

Offensive Materials

Digital files, videos, images, words or communications that intentionally or unintentionally cause offense to another person. Users may encounter material which is controversial, and which others may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material or to distribute such material by copying, storing, printing or email. If controversial material is encountered accidentally, the user should navigate away from the material immediately and report the incident to a teacher.

Vandalism

Any malicious attempt to harm, modify or destroy data or hardware.

Copyright

Users should not copy and/or redistribute another's work or use another person's work without correctly acknowledging them and gaining permission if necessary. Users should not break copyright laws. This includes media files of any kind stored on a computer or storage device that connects to the College network.

Technology Exemption

Formal notice to indicate that a student has been using technology inappropriately, on or off campus, or is not prepared for a lesson. After three Technology Exemptions in a term further consequences will be implemented.

Mobile Phone Use (2019)

Purpose

The purpose of this policy is to provide students of Saint Stephen's College with guidelines regarding the appropriate use of mobile phones during the school day.

The use of mobile phones is not permitted while on campus or attending College events. This stance has been adopted as mobile phones are not a necessary part of teaching and learning at Saint Stephen's College. All educational activities relating to the use of technology can be done with a laptop. Studies have established mobile phones are a distraction in classrooms across Australia and hinder personal development by restricting social interaction.

Expectations

1. Mobile phones are not to be used, seen or heard from the time students arrive at the start of the school day until the end of class at 3.05pm. This includes College activities such as events, excursions and sport.
2. Mobile phones should be switched off or turned to silent during these times.
3. Mobile phones that are used, seen or heard during the school day, will be confiscated till the end of the day. The device can be collected from the relevant Head of Year/P-6 Administration after 3.05pm. Repeated infringements will result in detentions or suspension from the College.
4. Additionally, mobile phones are banned from school camps; a contact number/s will be provided to parents during these times, for urgent use only.
5. In case of emergency during the school day, parents can contact their children by email or by calling the relevant College Administration reception.
6. Students who choose to bring mobile phones to school do so at their own risk and are responsible for the security of said mobile phones. Saint Stephen's College accepts no responsibility for replacing lost, stolen or damaged mobile phones.
7. It should be noted that it is a criminal offence to use mobile phones (or any technology) to threaten, harass or offend another person. Serious consequences will ensue in such situations, and this may include involving relevant authorities.
8. It is the responsibility of students who bring mobile phones to College activities to adhere to the expectations outlined in this document.