



## Safe and Appropriate Use of ICTs at Saint Stephen's College

Student use of Information and Communication Technologies (ICTs) at Saint Stephen's College is contingent on safe and appropriate practice. Inappropriate use of ICTs, as outlined in this document, may result in consequences for the student.

All students in Years 5 to 12 must complete the 'Safe and Appropriate Use of ICTs' online pages in the first week of attendance from 2019. This will supply the students with a certificate upon completion and will cover the content outlined in this document Tutor Group course.

### Digital Citizenship

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

#### User

It is your responsibility to protect your personal information, the way you represent yourself online and your permanent digital identity. Ensure that the material you choose to access and share online is educational and relevant to the learning process.

#### 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.

#### Property, including Intellectual Property

It is your responsibility to respect the physical 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.

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### Acceptable Use of College ICTs

1. All communications must be for research and education purposes, not personal or inappropriate use
  2. 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
  3. ICT use for commercial activities, product advertisement or lobbying is prohibited
  4. On College devices, only the software provided by the College is permitted to be used, and students should only install or use software provided by the College
  5. Student College email accounts are not to be used for social media or personal accounts
  6. Never share your password with any other students, including siblings
  7. Communications and information should be assumed to be private property. Do not copy or transmit to others without permission of the material's owner
  8. Use polite, appropriate language, images and videos that will not offend others, and do not overshare your personal information or thoughts. Bullying, teasing, cheating or similar activities must not take place at any time
  9. If a network security problem is identified, notify the IT Department without sharing problem to others
  10. Only use a computer when you own that computer or if you are logged into that computer
  11. Students must have their own headsets or earphones with them for every lesson
  12. 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
  13. Laptops must be fully charged when brought to the College at the start of each day
  14. If a computer is out of charge, a student may plug in after getting an exemption. The cord must not pose any risk to the safety of anyone in the classroom
  15. Laptops should be transported in a safe carry bag, not a large backpack
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## BYOL Technology Exemptions

### Technology Exemptions – Unprepared for Learning

If a student arrives at a lesson unprepared for learning, teachers will:

- Ascertain the reasons for being unprepared for learning
- Supervise a student as they email the Technology Exemption – Unprepared for Learning breach to [exemptions@ssc.qld.edu.au](mailto:exemptions@ssc.qld.edu.au) and the teacher
- Remind the student of their obligations to be prepared for learning in a BYOL school

Being unprepared for learning includes:

1. Laptop not charged
2. No charger if battery runs out of charge
3. No headphones
4. Not bringing a student card to school

#### Breaching the Expectations

Exemption recorded by teacher

#### Three Exemptions

Thursday Detention (Head of Year to monitor)

#### Four or More Exemptions

Meeting with Director of eLearning  
Other appropriate consequences as determined by the College

### Technology Exemptions – Inappropriate Use

If a student uses technology in an inappropriate manner, teachers will:

- Ascertain the reasons for the inappropriate use
- Supervise a student as they email the Technology Exemption – Inappropriate Use breach to [exemptions@ssc.qld.edu.au](mailto:exemptions@ssc.qld.edu.au) and the teacher
- Remind the student of why the behaviour was inappropriate and what they should do in the future

Inappropriate use includes:

1. Listening to music in class
2. Playing games on their laptop or a computer
3. Watching videos for personal entertainment
4. Being distracted by technology rather than working
5. Unnecessary personal communication via messaging or email
6. Possessing and sharing content deemed inappropriate by the teacher
7. Time wasting through unnecessary computer use

#### Breaching the Expectations

Exemption recorded by teacher

#### Three Exemptions

Thursday Detention (Head of Year to monitor)

#### Four or More Exemptions

Meeting with Director of eLearning  
Other appropriate consequences as determined by the College

## High Level

1. Repeated Inappropriate Use exemptions
2. Using a computer or device to bully, harass or offend another person
3. Possessing and/or sharing inappropriate and offensive materials
4. Using a computer when logged in as someone else
5. Vandalism of College or student devices, College Network or data
6. Installing software on College or other students' computers
7. Using VPNs or mobile phones to go online
8. Inappropriate activities, as identified by a teacher
9. Not being honest about technology use

## Breaching the Expectations

Immediate withdrawal from class  
Meeting with Director of eLearning and Head of Year  
Possible meeting with Parents  
Other appropriate consequences, including Police intervention, as determined by the College

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## BYOL (Bring Your Own Laptop) Policy

### 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 well within 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. Charging a laptop in class can only occur after the student has obtained an exemption and is sitting next to a power plug so that the cord does not pose a danger.

### Types of devices

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

### Monitoring and Auditing of devices

Saint Stephen's College reserves the right to inspect a device if there is suspicion that inappropriate material exists on the device. The College reserves the right to review any digital material, systems or applications in order to determine whether specific uses of the technology are appropriate. Inappropriate or illegal material will be removed, and individual students can have internet access restricted.

### 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.

### Carry Bags/Portable Cases

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

## **Software**

Each device must have a copy of Microsoft Office 365 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, must be working correctly, and must be the appropriate version.

## **Security**

Each student is personally responsible for the safety, security and care of his/her 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 in or classrooms.

## **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](http://www.portal.office.com).

## **External mouse**

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

## **No Warranties or Responsibility for Damage or Loss**

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.

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## **Phone Policy**

Mobile phones are not a necessary part of learning at Saint Stephen’s College. All educational activities relating to the use of technology can be done with a laptop. Saint Stephen’s College accepts no responsibility for replacing lost, stolen or damaged phones. Students who choose to bring a phone to the College do so at their own risk and are responsible for the security and safe use of their phone. It is the responsibility of students who bring mobile phones onto the College premises to adhere to the guidelines outlined in this document. Also, it is a criminal offence to use any technology or carriage service to threaten, harass or offend another person.

### **Guidelines**

1. Phones must be powered down at the first bell (8:15 am) and out of sight until the user is dismissed from class at 3:05 pm.
  2. When on campus, phones are not permitted before school, during class time, between classes and while lining up for class.
  3. When the 3:05 pm bell rings, and students are dismissed to go home by the supervising teacher, students may access their phones.
  4. In the Primary Campus, phones must be handed to the classroom teacher at 8:20 am
  5. Secondary Students can hand their phones into Student Welfare for safe keeping
  6. Securing phones in student lockers is recommended at all times.
  7. Phones that are seen, heard or used before 3:05 will be submitted to the Student Welfare Reception. Phones can be collected from Student Welfare at the end of the school day. Teachers will ask for the student’s name during this process in order to check that the phone is handed in
  8. During school hours, phones are not permitted when students are travelling to and from the College for sport, events or excursions.
  9. Phones are not permitted on College camps. A contact number will be provided to parents for urgent use only.
  10. In case of emergency, parents can contact their children by email or by calling the College Administration on 5573 8600.
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## Definitions

### **Communications**

Act of communicating with another person using digital processes such as email or messaging

### **User**

Students who use the College ICT resources when on or off campus

### **Inappropriate Use**

Bullying, intimidation, threatening behaviour, teasing, sharing illegal or offensive materials, constant 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 inappropriate 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. Three Technology Notices in a term will trigger further consequences. Exemptions reset at the start of each term.

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