Acceptable Use Policy

The following agreement covers the student’s use of electronic devices, internet, student profiles, network and email. This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricular activities unless explicitly stated otherwise.

O’Loughlin Catholic College provides all students enrolled at the College with Information Communication and Technology [ICT] facilities for educational use. Technology provides students with unique and powerful ways to enhance their learning. O’Loughlin Catholic College supports the use of technology to facilitate the development of essential 21st century skills and to advance digital literacy, fluency and citizenship in a safe environment. Students may use electronic devices and technology for class work, research, the preparation of assignments and communication. The increased ownership and use of electronic devices requires that care must be taken to ensure all devices are used responsibly and appropriately. Students and parents/guardians should carefully read the conditions below. To have access to the College’s ICT resources, students must agree to abide by the College’s Acceptable Use Policy.

1. Purpose

1.1 O’Loughlin Catholic College has established the following Acceptable Use Policy for electronic devices that provides teachers, students and parents/guardians with guidelines and instructions for the appropriate use of these during school hours.

1.2 The Acceptable Use Policy for electronic devices also applies to students during College excursions, camps and extra-curricular activities. In the case of College Year 7 – 9 camps involving overnight stay, the College does not allow students attending, to carry electronic devices.

1.3 The increased usage and ownership of ICT and electronic devices requires that College administrators, teachers, students, and parents/guardians take steps to ensure that these are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that electronic devices provide can continue to be enjoyed by our students.

2. Responsibility

Electronic devices may be brought to the College in accordance with the following conditions:

2.1 It is the responsibility of students who bring electronic devices to the College to adhere to the guidelines outlined in this document.

2.2 It is the student’s responsibility to provide their own wireless internet access to their
personal electronic devices that do not meet the BYOD specifications.

2.3 Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to the College.

2.4 Students must act responsibly and not use the devices to find, create or send information that might be harmful, inappropriate or hurtful

2.5 Students must have any electronic devices that do not meet the BYOD specifications switched off and out of sight during classes – except when appropriately incorporated into the learning program

2.6 Students must take full responsibility for their electronic devices. Devices should be clearly labeled with the name of the owner. Students are responsible for securing and protecting their devices at the College, and while travelling to and from the College. This includes protective/carry cases and exercising common sense when storing the devices. The College will not be responsible for their loss, theft or damage. Students who bring electronic devices to the College do so at their own risk.

2.7 Students must not hack or bypass any hardware and software security implemented by the Department of Education or the College

2.8 Students must not take photos or make video or audio recordings of any individual or group without the express permission of each individual (including parent/guardian consent for minors) being recorded and the permission of a teacher.

2.9 Students will use their electronic devices in a way which reflects the core values of the College, including the values of responsibility and social awareness.

2.10 Students will not use their own devices to knowingly search for, link to, access or send anything that is:
   - abusive
   - considered to be bullying
   - defamatory
   - offensive
   - pornographic
   - threatening

2.11 The decision to provide electronic devices to a student for use at the College should be made by parents/guardians. Parents/guardians should be aware if their child takes an electronic device(s) onto the College premises.

2.12 The use of ICT facilities and electronic devices is for educational, communication and research purposes only:
   - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted.
   - Only materials required for school activities as directed by teachers may be downloaded.

SECURITY

3.1 Software copyright is to be observed at all times. It is illegal to copy or distribute College software. Illegal software from other sources is not to be copied to or installed on the College equipment.

3.2 Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.

3.3 Privacy and network security is to be observed. Students must not under any
circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.

3.4 The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.

3.5 Virus protection is very important. All portable drives or USB flash drives used to transfer work must be scanned for viruses prior to use on the College network. Current virus protection software must be up to date on all devices used at the College.

3.6 Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the College.

Where the College has reasonable grounds to suspect that a device contains data which breaches the Acceptable Use Policy, the Principal may confiscate the device(s) for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police. The consequences of any breaches of the College’s Acceptable Use policy will be determined by the Principal in accordance with relevant Department policies and procedures and accepted school practice.
Student Acceptable Policy Agreement

I have read the Acceptable Use Policy carefully and agree to abide by these conditions. I understand that any breach of these conditions will result in access to ICT facilities being suspended or revoked. This could include the electronic device(s) being confiscated. The consequences of any breaches of the College’s Acceptable Use policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice.

I have read and agree with the BYOD policy.

By signing this agreement, the student agrees to abide by these conditions.

I understand that if an electronic device is confiscated, the following processes will apply:

1. First incident: The incident will be recorded and the item will be stored in the Front Office. The student can collect the device at the end of the day.
2. Second incident: The incident will be recorded and the item will be stored in the Front Office. The student can collect the device at the end of the day. A letter will be sent to the parent/guardian advising that subsequent incidents will result in the parent/guardian having to collect the item personally.
3. Third and subsequent incidents: The incident will be recorded and the item will be stored in the Front Office. The parent/guardian will be telephoned and asked to come to the office to collect the item personally. The student will not be permitted to collect the device.

Student Name: [please print] 

Student Homeroom: 

Student Mobile Phone Number: 

Student Signature: 

Agreement signed this: ____________ day of ______________ 20__

Parent/Guardian Name: [please print] 

Parent/Guardian Mobile Phone Number: 

Parent/Guardian Signature: 