



# St Munchin's Catholic School

## Information and Communication Technology Use by Staff Policy

Originally Released:	2004
Revised:	2013

### RATIONALE

Information and Communication Technology (ICT) has been introduced into schools allowing access to email and the Internet and other telecommunication devices. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material and personal safety.

In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

---

### DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunication devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

---

### PRINCIPLES

1. St Munchin's Catholic School acknowledged that the availability of access to information on a global level poses a significant risk of exposure to inappropriate and offensive material.
2. St Munchin's Catholic School accepts that the use of ICT, including the Internet and email, must not infringe:
  - Child protection policies;
  - Relevant state and federal laws (a summary of these laws are an attachment to this Policy and form part of this Policy);
  - School rules or policy; and,
  - On unacceptable or unlawful behaviour (as outlined in Procedure 2.2 and 2.3 of this Policy).
3. St Munchin's Catholic School provides access to ICT and in particular email and the internet to support the role of staff members. Personal use should be limited.
4. This policy works in conjunction with the St Munchin's Catholic School Harassment policy.

5. St Munchin's Catholic School accepts that the use of ICT, including the Internet and email, must not constitute unacceptable or unlawful behaviour (as outlined in Procedures 2.2 and 2.3 of this Policy).
  6. Staff should be aware that all written, graphic audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.
- 

## PROCEDURES

1. St Munchin's Catholic School is committed to ensuring that all staff are aware that unacceptable use of ICT (eg email and internet) within the school environment will not be tolerated under any circumstances and that disciplinary action will be taken against any staff who breaches this policy.
2. St Munchin's Catholic School shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.

### **2.1 Acceptable use:**

Acceptable use may include but is not limited to:

- the facilitating, gathering and disseminating appropriate information for educational or related purposes;
- encouraging collaborative projects and resource sharing;
- assisting technology transfer;
- fostering innovation;
- building broader infrastructure in support of education and research;
- fostering professional development;
- undertaking administrative functions; and
- any other tasks that are for educational or related purposes or support and promote the school and its ideals.

### **2.2 Unacceptable Use:**

Unacceptable use would include but is not limited to:

- accessing networks without proper authorisation.
- transmitting or deliberately accessing and/or receiving material that is inappropriate or

offensive. Inappropriate or offensive material includes but is not limited to: threatening, sexually explicit, offensive, defamatory or discriminatory materials, or materials that may be harmful either physically or emotionally, including bullying or harassment within and outside the school.

- unauthorised disclosure or communication of information concerning any password, identifying code or other confidential information without permission.
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, unsolicited advertising, intentional propagation of viruses in any form, and using the network to make unauthorised entry to any other machine accessible via the school's network (ie 'hacking');
- breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property; and,
- conducting private business for commercial gain or promotional material unrelated to a staff member's role in the school using the school's ICT.

### 2.3 Unlawful use may include but is not limited to:

- defamation of someone or an organisation in an email or web page sent or produced using the school's ICT;
- Infringement of copyright laws, i.e. reproduction or adaption of copyrighted material by downloading and further disseminating the material;
- sending emails that could constitute sexual discrimination or sexual harassment;
- displaying, storing or accessing sexually offensive material on the school's ICT eg. screen savers;
- sending emails which are discriminatory on the basis of race, sex, gender, disability or age; and,
- undertake activities which breach State and Federal legislation.

3. Personal use which does not constitute 'acceptable use' in accordance with the provisions of procedure 2.1 and is purely personal in nature should be limited.
4. Unacceptable and/or lawful use of ICT may constitute misconduct and/or serious misconduct and may warrant disciplinary action. Any acts or continued misconduct may result in the termination of a staff member's contract of employment. Any act(s) or serious misconduct may result in the immediate termination of a staff member's contract of employment.

5. Emails are subject to the records management processes of the school.