



**Definition:**

This policy relates to the use of all the College’s information and communications technology which includes all the various types and models of computers provided by the College and internet usage.

**Rationale:**

Communication’s Technology is a powerful tool that contributes to the development of human life and culture. Whilst the potential for good is in the Technology, so too it has the potential for harm. Because of this the College must have a policy that guides the use of communication technology for its students and staff.

**Policy:**

- All staff and other authorised users of the school’s information and communications technology are to use the technology only in a way that enhances student and staff learning and contributes to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the school.
- The school’s information and communications technology includes the utilisation of any employer equipment, property or resource at any time, whether during working hours or not, and includes the use of remote access facilities.

**Aims:**

- To enhance student learning through the internet and other forms of communications technology
- To ensure the appropriate use of the internet and to develop discriminatory skills in its usage.

**Implementation:**

- More detailed procedural documents which support the aims of this policy will accompany this over-arching policy outline. In addition, the procedural documents contain two Appendices - a Student Acceptable Use Agreement form and a Workplace Participants User Agreement form. The procedural documents cover such matters as:
  - computers being viewed as workplace facilities and used in an ethical professional and lawful manner
  - appropriate use of the internet for both professional and private use
  - stipulations prohibiting the use of the internet, email or messaging purposes that may harm another person or that are offensive to another person, or infringes copyright.
- The College reserves the right to conduct random monitoring of its equipment, including electronic communications which are sent and received, both internally and externally.
- Stipulations that ensure compliance with the Commonwealth Privacy Act (1988) and National Privacy Act Principles.
- Intentionally seeking information, obtaining copies or modifying files or deleting files, tapes or passwords belonging to other persons, or representing others without express authorization is prohibited.
- When distributing information over the School’s computer network users must ensure they have the right to do so and there is no violation of the intellectual property rights of any third party.
- Software must not be copied without the express permission of the copyright owner.

Please refer to the following CESA Policies: [ICT Acceptable Use Policy](#), [Information Security Policy](#) and [Cloud Computing Policy](#)

Policy Title	Communication Technology Policy
Ratified by Executive and College Council	February 2019
Policy due for review	February 2022

