



ICT Use Policy

1. Purpose

Cornish College is a learning community and we use technology to develop independent, lifelong learners who know how to make a difference in the world.

Our vision is 'Anytime, anywhere access to Information and Communications Technology (ICT) to support collaborative, inquiry based, student centered learning in a safe and secure manner'.

As part of our ICT programs across the school, we expect all students and staff of Cornish College to think critically, behave safely and participate responsibly.

The purpose of this policy is to ensure that the **use** of Cornish College ICT resources and digital communication networks is legal, ethical, responsible and consistent with the aims, values and objectives of the College.

At Cornish College, we expect all citizens of our College community to uphold our College values when engaging with others, which includes their interactions as online digital citizens.

2. Scope

This policy applies to all members of the Cornish College Community.

3. Key responsibilities

Position/Roles	Responsibilities
Council	<ul style="list-style-type: none"> Ensure the College meets its legal responsibilities. Ensure the College meets its duty of care to students
Executive Leadership Team (ELT)	<ul style="list-style-type: none"> Establish policy, procedures and guidelines for use of ICT resources and in digital communications. Provide support for staff in undertaking their responsibility in this area
All staff	<ul style="list-style-type: none"> Inform students in the appropriate and responsible behaviors in the use of ICT systems and resources. Use ICT network and digital communications in a respectful and responsible manner
Students:	<ul style="list-style-type: none"> Will uphold the values and ethos of the College in their use of ICT resources and in all digital communications. They will not act in such a way that brings their own reputation into disrepute, or is harmful to other members of the public and College community.

College Community	<ul style="list-style-type: none">all members of the Cornish College community to use digital communications in a respectful and responsible manner.
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4. KEY ELEMENTS OF THE POLICY

When using ICT resources and digital communication networks it is expected that all members of the Cornish College community will endeavour to:

- Support the rights of all members of the Cornish community to engage in and promote a safe, inclusive and supportive learning and work environment.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Cornish College has established a range of specific policies, procedures and guidelines to guide the whole College community in the acceptable use of ICT resources and digital communications.

4.1 Digital Technologies Information and Procedures.

This document outlines the arrangements for the use of digital devices and technologies in school and on the College network. It outlines the College's recommended digital devices and software for students use at each year level. It sets out the day to day responsibilities of students in managing their digital device and its use at school, during travel between school and home and at home. It also guides students in how to connect to the College network, printers, use of passwords and security, backups and security at home.

4.2 ICT Student User Agreement(s)

At Cornish College, we recognise the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians.

The purpose of a **ICT Student User Agreement** is to educate and protect students when using digital technologies at school, during travel between school and home, school excursions, camps and extra curricula activities. Its aim is to ensure students' actions do not infringe existing laws or adversely affect their fellow students or the College's reputation.

The agreement applies to any student at Cornish College who is using Digital Technologies and is tailored for students understanding and education at different ages.

In addition, students are expected to abide by the guidelines contained in the following College policies when communicating online:

- Behaviour Management Policy SWPOL - 040,
- Bullying and Unacceptable Behaviour Policy SWPOL – 080
- Social Media Policy SWPOL – 150

4.3 Staff ICT Acceptable Use Policy

ICT and network resources are provided for the use of Cornish College staff in support of teaching and research. All users are responsible for ensuring that they use these resources in an effective, ethical and lawful manner.

This document describes the acceptable use of information and communication technologies and applies to all Cornish College staff and visitors using ICT resources.

In addition, staff are expected to abide by the guidelines contained in the following College policies when communicating online.

- Privacy Policy POL – 010
- Child Safe Policy – SWPOL -001
- Code of Conduct SWPOL - 002
- Behaviour Management SWPOL - 040
- Mandatory Reporting Policy SWPOL – 070
- Failure to Disclose Policy SWPOL – 071
- Bullying and Unacceptable Behaviour Policy SWPOL – 080
- Social Media Policy SWPOL – 150

4.4 Staff ICT Device User Agreement

This agreement sets out for staff the terms and condition of use of the ICT Devices provided by the College.

4.5 Social Media Policy SWPOL – 150

The purpose of this policy is to set standards of behavior for the use of social media that are consistent with the broader values and expectation of the Cornish community.

5. References

This policy should be read in conjunction with the following College's policies and procedures:

- *Digital Technologies Information and Procedures*
- *ICT User Agreements (Staff and Students)*
- *Child Safe Policy – SWPOL -001*
- *Code of Conduct SWPOL - 002*
- *Behaviour Management SWPOL - 040*
- *Mandatory Reporting Policy SWPOL – 070*
- *Failure to Disclose Policy SWPOL – 071*
- *Bullying and Unacceptable Behaviour Policy SWPOL – 080*
- *Social Media Policy SWPOL – 150*
- *Privacy Policy – POL – 010*

Legislation:

- *Education and Training Reform Act 2006 – Care Safety and Welfare of Students*
- *Copyright Act (1968) C'ith*
- *Crimes Act (1958) Vic - 2014 Amendment for Failure to Disclose, Failure to Protect and Grooming*
- *The Victorian Teaching Profession Code of Ethics and Code of Conduct*
- Australian Privacy Principles contained in the [Privacy Act 1988](#)