



# VIC-EDU-P-006 IT Acceptable Use Policy

---

## 1. Policy Scope

This policy applies to members of the MacKillop Education community in their use of digital technologies. It applies to all computers, devices (including mobile devices), internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the MacKillop Education (ME) or MacKillop Family Services (MFS).

Online services provided by MacKillop Education and in part by MFS include:

- **Internet Access** with firewall protections in place
- **Microsoft Office 365 (O365) & AZURE services** including email, word, excel and other tools that can be accessed via the Email/OneDrive/Teams/SharePoint systems
- **Learning Management System (known as SIMON)** platform for the delivery of academic and communications content for all community members
- **Synergetic** platform for storage of confidential student information

This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the school.

## 2. Policy Outline

### Context

MacKillop Education's values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, ensuring every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, parents/guardians/carers, and staff, as we work together, to enhance the learning outcomes for every child.

### Purpose

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at MacKillop Education in accordance with legal and safety requirements and expectations.

### Policy statement

Access to internet and network services are provided by MacKillop Education to staff and students for educational and administrative purposes. The policy identifies the management and expected behaviours in relation to:

## **School Provided Staff & Student Devices**

All digital devices provided for staff or students to use (including where applicable: phone, laptop, iPad or other), are to be maintained according to MacKillop Education and MFS policies. These include:

- Avoid leaving devices unattended or in unsecured locations.
- Devices are to be password/passcode protected at all times.
- All care must be taken to maintain the quality and condition of the supplied devices. Damaged or missing devices need to be reported as soon as practicable.
- Student devices are not to be taken away from the school unless authorisation is given by the related authority (Campus Principal or representative).
- Staff should use the devices provided by MacKillop Education for all work related activities
- Staff personal mobile phones and/or digital devices must not interrupt day to day duties or be accessible to students or the community. Exceptional circumstances should be discussed with the principal. Refer to *ICT-P-001 Acceptable Use Policy*.

## **Internet and Network Access**

- Access rights assigned to students and staff at MacKillop Education will be determined by the Campus Principal and may vary as educational and administrative purposes change.
- Students and staff at MacKillop Education may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use.
- The services cannot be used for political lobbying or proliferation of unnecessary communications.
- Students must use the internet for educational purposes and in accordance with the school's curriculum.

## **Email**

- Email service is provided for educational and administrative purposes.
- Staff at MacKillop Education must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, school phone number and postal address.
- MacKillop Education advises students and staff that they will be accountable for the email they create and distribute using the network.

## **Social networking**

- Provision of social networking for students must be related to an educational purpose and will only be granted at the discretion of the Campus Principal and class teacher.

## **Duty of Care**

- MacKillop Education will provide instruction to students about online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams etc. MacKillop Education also provides professional development for staff about these matters.

## **Non-compliance with this policy**

If a school community member has inappropriately utilised the digital services provided by MacKillop Education, further actions may include behaviour support processes or other support mechanisms to build and foster improved understanding and engagement. If the matter is deemed as possibly criminal, the relevant authorities will be contacted.

## Principles

- All staff and students are expected to use devices, internet and network services in accordance with this policy and other relevant policies; and
- That online behaviour will at all times demonstrate respect for the dignity of each person in the community; and
- Users will behave in a manner that is ethical when using the internet and network services (even for personal communication); and
- The values, beliefs and ethos of the school, and professional expectations and standards required by staff are demonstrated in the way the technologies are used; and
- Inappropriate online behaviour, including cyberbullying, will not be tolerated.

## Definitions

Computer	Refers to either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.
Device	Refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.
Email	Means the system that enables users to send data over the internet using computers and mobile devices.
Firewall	Means a software layer that filters and monitors the data traffic between internet connected devices and the internet. The firewall is not applied to internet data provided to mobile devices via the contracted SIM provider.
Internet	Means the system of interconnected networks that connects computers for data transmission and storage.
Intranet	Refers to a local system of computers enabling students and staff to communicate and share information within their school community.
Mobile devices	Refers to (but is not limited to) mobile phones, PDAs and portable storage devices.
Network services	Means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.
Parents	Includes parents, guardians, and carers.
Social networking	Means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.
Staff	Means salaried, voluntary and contracted persons.
Students	Means those students enrolled at MacKillop Education.
User(s)	Means any Staff, Students or wider community person who uses the MacKillop Education Digital services
Website	Is an internet-based page or series of pages grouped together and managed by a person or group.

### 3. Responsibilities

#### Compliance, monitoring and review

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy. An authorised person (e.g., a principal or other MFS/ME staff member), can monitor the use of ME/MFS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

#### Security

- To minimise risk to information and communication networks from viruses and intrusions, current virus screening software is to be activated, and where appropriate, passwords are to be used by staff and students of MacKillop Education.
- The management of system protocols and configurations are the responsibility of the Education IT Lead or MFS. Non-authorised staff and students are not permitted to have access to these levels of system management.
- Any suspected security breaches, lost or stolen devices, or unauthorised access must be immediately reported to the Education IT Lead and recorded in Family Journey.

#### MacKillop Education

- MacKillop Education provides students and parents/guardians with a copy of this policy.
- *The VIC-EDU-F-004 IT Acceptable Use Student Agreement* is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian/carer and school representative before the student is given access to, and use of, a school's internet, network services and devices.

#### Staff

- Staff are required to use the internet and network services in accordance with this and other policies (including MacKillop Family Services' Policies). MacKillop Education provides staff with a copy of this policy.

### 4. Related legislation, policy, guidelines and resources

#### MacKillop Education & MacKillop Family Services policies

- HR-P-013 Code of Conduct
- ICT-P-001 Acceptable Use Policy
- VIC-EDU-F-004 IT Acceptable Use Student Agreement
- VIC-EDU-F-005 IT Student Offsite Device Usage Agreement
- VIC-EDU-P-001 Child Safety and Wellbeing Policy
- VIC-EDU-P-002 Child Safety Code of Conduct
- VIC-EDU-P-009 Anti-Bullying Policy
- VIC-EDU-P-020 Privacy Policy

Victorian Institute of Teaching (VIT) 2023, The Victorian Teaching Profession's Code of Conduct, VIT, viewed 1 June 2023, <[https://www.vit.vic.edu.au/sites/default/files/media/pdf/2023-06/Document\\_VIT\\_Code-of-Conduct.pdf](https://www.vit.vic.edu.au/sites/default/files/media/pdf/2023-06/Document_VIT_Code-of-Conduct.pdf)>

## 5. Approval and Review Details

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	2 November 2023
Recommended to the Approval Authority by	MacKillop Education Leadership Team
Review Date	1 November 2026
Version	1