



Under the Stewardship of Mary Aikenhead Ministries

## St Vincent's College – ICT Acceptable Use & Mobile Phone Policy

### Acceptable Use

At all times when ICT is used at the College, a student must act with responsibility and respect for the rights of others in keeping with our College values. Students must always adhere to the general expectations of the College in relation to matters that involve legal implications, digital etiquette and ethical behaviour.

Students must use ICT for legitimate educational purposes under the direction of teachers.

### Unacceptable Use

A student must not use College provided account or services access or use ICT for any of the following reasons or in any of the following ways:

- to send or obtain any material which is unlawful, unacceptable, offensive, dangerous, threatening or otherwise inconsistent with appropriate behaviour
- to appear in school uniform (photograph) or mention you are a member of the St Vincent's College community on any social networking sites, outside of the College's own social media profiles or sites
- to buy or sell goods and service
- to gain unlawful access to, or interfere with, another person's ICT hardware device
- to gain access to prohibited College sites via proxy sites (anonymizer – including 'VPN')
- to use a hotspot while onsite at the College
- to engage in an internet or online chat provider without your teacher's permission (including and not exclusive to 'iMessage')
- to use another College member's password to access the network or their email
- to access or tamper with another person's data
- download any software without the permission from your teacher
- use ICT to engage in cyberbullying or provocative behaviour

### Use of Headphones/PODS

- Headphones / PODS can only be used in a learning environment at the College with permission of the supervising teacher
- Students are not to wear headphones when walking around the College between 8.40am and 3pm



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## ICT User Guide

Students are expected to bring their own device to the College each day to be used under teacher direction to support classroom learning.

St Vincent's College students each receive a personal username and password upon enrolment to give them secure access to both the computer network and applications.

Students must change their password upon commencement at the College. Guidelines for password requirements will be provided by ICT. Never share your password.

Logging into the network allows you access to College provided services and applications.

Ensure your critical data is stored in your Google Drive account. Having a second personal form of backup is recommended (e.g. personal device, USB, hard drive).

## Digital Citizenship Expectations

- I acknowledge that mobile phones and other electronic devices may be brought to the College. I understand that the use of mobile phones, laptops and other similar devices is a privilege, not a right, which may be rescinded by the College at any time. I agree to use technology responsibly and abide by the College policies and procedures in place.
- I understand that taking or using photographs of staff, students, College uniform or buildings, the College's name and crest without specific written permission is a breach of the privacy laws of NSW. I agree that I will not use any images related to the College (including staff and students) without permission and consent. I understand that this includes posting such images on social media via any type of technology.

Stage	Mobile Phone Allowance
<b>Stage 4 &amp; 5 (Years 7 - 10)</b>	Unless specified otherwise, students are only permitted to use their mobile phone prior to the 8:35am morning bell, and after the 3:00pm afternoon bell.  At all times throughout the day, phones must be kept 'locked' in lockers, always on silent/off (with vibration alert switched off).
<b>Stage 6 (Years 11 - 12)</b>	Unless specified otherwise, students are only permitted to use their mobile phone:  1. Prior to the 8:35am morning bell 2. At recess and lunch (yard and deck only) 3. After the 3:00pm afternoon bell  At all times throughout the day, phones must be either kept in students' pockets or 'locked' in their lockers. Mobile phones must always be either on silent/off (with vibration alert switched off).