



Bacchus Marsh  
Grammar

# School Policy

## Student Duty of Care

### Information and Communication Technology (ICT) Policy

Approved by the School Principal 14 December 2022





## Information and Communication Technology (ICT) Policy

1	Information and Communication Technology	2
2	Bacchus Marsh Grammar's Policy	2
3	ICT Misuse Prevention Strategies	2
4	Staff Responsibilities	3
5	Implementation	3
6	Authorisation	4
7	History	4

## 1 Information and Communication Technology

1.1.1 Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- personal computers and laptops
- mobile devices such as mobile phones, tablets and wearable tech (e.g. smart watches and fitness trackers)
- applications such as email and the internet
- web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems
- imaging tools such as video, still or web cameras and related software
- audio tools such as audio recording devices and related software
- scanning and copying machines.

1.1.2 ICT can create potentially hazardous situations in the event it is used inappropriately and/or illegally.

## 2 Bacchus Marsh Grammar's Policy

2.1.1 Students have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. Bacchus Marsh Grammar is committed to the responsible and educational use of ICT and to the protection of students by providing secure access to these services as part of their learning experience.

2.1.2 It is our policy that:

- 2.1.2.1 the use of ICT be managed through a 'whole-of-School community' approach involving students, staff and parents/carers
- 2.1.2.2 ICT education strategies be implemented within the School on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use
- 2.1.2.3 staff establish positive role models in use of ICT
- 2.1.2.4 there is appropriate use of ICT
- 2.1.2.5 our ICT policy is reviewed on an annual basis against best practice.

## 3 ICT Misuse Prevention Strategies

3.1.1 The School recognises that the implementation of whole-of-School prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICT within our community.

3.1.2 The following initiatives form part of our overall ICT strategy:

- 3.1.2.1 a structured curriculum and peer group support system, that provides age appropriate information and skills relating to ICT use to students over the course of the academic year
- 3.1.2.2 education, training and professional development of staff in appropriate ICT use
- 3.1.2.3 the regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a School community issue
- 3.1.2.4 the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers
- 3.1.2.5 all student login details and passwords are to be kept confidential to prevent others accessing their accounts
- 3.1.2.6 access to School networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.
- 3.1.2.7 approval must be sought before connecting privately owned ICT equipment and devices to School networks to avoid the risk of malware

- 3.1.2.8 prevention of inappropriate usage by students including:
  - participation in non-educational activities such as the purchase and/or sale of products or services
  - illegal activities such as threatening the safety of others or engaging in criminal activity
  - tampering with or damaging computer hardware or software
  - making, installing or downloading copies of software that is not licensed by the School
- 3.1.2.9 any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation
- 3.1.2.10 appropriate copyright clearance is sought, and the source of any information used or published is acknowledged, to avoid plagiarism
- 3.1.2.11 the School reserves the right to monitor, traffic and review all content sent and received on the School systems
- 3.1.2.12 breaches of acceptable usage of ICT will result in disciplinary action
- 3.1.2.13 regular risk assessments of inappropriate ICT use within the School
- 3.1.2.14 records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate
- 3.1.2.15 statements supporting appropriate ICT use are included in student communications
- 3.1.2.16 posters promoting appropriate ICT use are displayed strategically within the School.

## 4 Staff Responsibilities

- 4.1.1 Staff must:
  - 4.1.1.1 model appropriate behaviour at all times
  - 4.1.1.2 ensure all students understand they will face disciplinary action in the event they misuse ICT equipment and devices. Refer to our Insert School's Student Discipline Policy.
  - 4.1.1.3 ensure that students who do not return their ICT Agreements do not use ICT equipment and devices
  - 4.1.1.4 be vigilant in monitoring students when using ICT equipment and devices
  - 4.1.1.5 reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others
  - 4.1.1.6 assist students if they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs
  - 4.1.1.7 deal with all reported and observed incidents of inappropriate ICT use in accordance with this Policy
  - 4.1.1.8 ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately.

## 5 Implementation

This Policy is implemented through a combination of:

- staff training
- student and parent/carer education and information
- signage promoting appropriate ICT usage
- effective student supervision
- effective supervision and monitoring of School networks
- regular inspection of ICT equipment
- effective incident reporting procedures
- effective management of incidents of inappropriate ICT usage when reported and/or observed

- regular risk assessments with respect to inappropriate ICT usage
- effective record keeping procedures
- initiation of corrective actions where necessary.

## 6 Authorisation

<b>School Document Name</b>		
<b>Approval Authority</b>	<b>Principal</b>	
<b>Approval Signature</b>	Andrew Neal <b>Principal</b> <b>Bacchus Marsh Grammar</b>	
<b>Administrator</b>	<b>Company Secretary</b>	Greg Gough
<b>Approval Date</b>	<b>14 December 2022</b>	
<b>Date of Next Review</b>	<b>14 December 2024</b>	To be reviewed every two years

## 7 History

<b>Date</b>	<b>Amendment</b>
<b>24/10/2016</b>	1. New policy
<b>01/03/2018</b>	2. Reviewed
<b>14/12/2022</b>	3. Reviewed with minor amendments