



# Acceptable Use of Devices and Digital Resources Policy

Devices and digital resources have become of critical importance to schools in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only.

St Mary's College has established significant digital resources to support these activities. This includes technology provided on school grounds and school-owned technology that may be taken off the school grounds with permission from the school.

This document has been developed to inform users of their rights and responsibilities when using devices and digital resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal, and responsible manner.

The requirements and rules set out below apply to all St Mary's College technology resources whether they are accessed through devices owned by the school or through privately owned devices. Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of acceptable use and the potential consequences of a breach of this document.

## **Responsibilities of Users**

### **Permitted use of technology resources**

1. Students must only access St Mary's College technology resources for schoolwork. Students must not:
  - a. buy or sell items or services over the internet.
  - b. access or enter online communication outside of school-authorized platforms.
  - c. access, post or send inappropriate digital content. This includes but is not limited to; content that is illegal, dangerous, obscene, offensive or could be considered bullying or harassment.
  - d. amend documents created by another person without the author's consent.
  - e. download, install or use unauthorised computer applications including but not limited to VPN's, Custom Cursor and Desktop Background Applications, and inappropriate games.
  - f. deliberately install viruses or other malware.
  - g. gain unauthorised access to any system or information by any means.
  - h. use technology to attack or compromise another system or network.

### **Confidentiality and CyberSafety**

2. Students should be aware that the material they post online (including social media sites) is public. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our College and community. Once information is on the internet it may not be possible to remove it. Students must be aware of their digital footprint and the lasting impact that it can have on their lives and that of others.
3. For the safety of students, personal information about themselves or others should not be published publicly. For example, students should not post their own or anyone else's address, telephone number or other personal details online. Students should not distribute someone else's personal information without informed consent from the individual or their guardian.
4. Students should be aware that persons on the Internet might not be who they say they are and must not arrange to meet persons whom they have met on the Internet.
5. Students should be aware that BCEO monitors the use of devices and may also be required to inspect or provide copies of electronic communications where required by law, or where the investigation of possible misuse of technology resources is required.
6. Students should be aware that cloud-based tools and services may be used for data storage and learning opportunities. Some of these services may store data on servers located outside Australia.



# Acceptable Use of Devices and Digital Resources Policy

## Cyberbullying and defamation

7. Students are prohibited from using digital or online tools to communicate or publish derogatory, impolite, or unkind remarks about others, or to send threatening, harassing, or offensive messages. Improper use of digital platforms and resources may result in defamation and be referred to legal authorities.

## Security

8. Students must regularly check for and complete updates on their devices to ensure they remain secure.
9. Students must select a secure password and keep their username and password information private. The password must be changed regularly and should be difficult for other people to guess. Students should lock their devices when not in use.
10. Students must not use another person's name and password to access resources.
11. Students must report a suspected security breach to the College immediately.

## Copyright

12. The use of material from the internet may be a breach of copyright or other intellectual property rights. Students must not use the College technology resources to copy, download, store or transmit any such material that may include music, images, videos or any other form of media.

## Consequences following a breach of this Acceptable User Statement

1. A breach of this statement will be taken seriously and may result in disciplinary action such as loss or restriction of access to technology resources or formal action as per the School Behaviour Policy.
2. Any known breaches of these Acceptable Use conditions must be reported by St Mary's College to Brisbane Catholic Education's Legal Counsel and/or Head of IT.
3. Students and parents/legal guardians may be financially liable for damage caused to resources.
4. Cases of serious, deliberate, and/or criminal breaches will be referred to the police and may result in civil or criminal proceedings.

## Costs Associated with Loss, Theft and Repairs

The manufacturer provides cover for Accidental Damage via an insurance policy. This policy provides cover for damage to the device caused by accidental means. The student/family must pay an insurance excess of \$50 for the repair to be carried out. Only one claim per 12-month period is permitted. Accidental Damage Insurance excludes cover for some types of damage, e.g. malicious or deliberate damage or by any person, damage caused by an animal, or damage caused when the device is on a watercraft of any type. In the instance that the Insurer denies coverage, the cost of repairs of damage or replacement would be payable by the student/family.

## Ownership of Devices

All students receive a new business-grade laptop in Year 7 and Year 10 that need to remain in their case when transported. Only the laptop may be in the case; no paper, books, pens, USBs, headphones, etc. may be carried in the laptop case. These laptops remain the property of St Mary's College at all times and must be returned if enrolment is cancelled and at the end of Year 9 and Year 12.



# Acceptable Use of Devices and Digital Resources Policy

<b>Responsibility for Implementation:</b>	Staff, parents, and guardians
<b>Policy Status:</b>	Update
<b>Key stakeholders:</b>	Staff, students, parents, and guardians
<b>Endorsement Body:</b>	Senior Leadership Team
<b>Policy Author:</b>	Business Manager
<b>Date of Review:</b>	2025
<b>Date of Scheduled Review:</b>	2028

The content of this policy can be changed at the College's discretion at any time without notification.



## Acceptable Use of Devices and Digital Resources Consent Form

This consent form must be signed and returned prior to students being granted access to the Internet and school devices/resources. Parents/legal guardians are encouraged to review and discuss the contents of the attached Acceptable Use of Devices and Digital Resources Statement with the student and answer any questions they may have. Any queries about this material should be directed to St Mary's College.

By signing this Consent Form, both Parents/Guardians and students are agreeing to the terms of access as set out in the Acceptable Use of Devices and Digital Resources Statement and acknowledge they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

### Parent/legal guardian consent

- As the parent or legal guardian of the student named below, I grant permission for them to access the technology resources, including email and the Internet. I understand it is my responsibility to supervise any student device use and internet access other than at the school.
- I understand that access is granted to students subject to the restrictions contained in the Acceptable Use of Devices and Digital Resources Statement and that if breached, consequences may follow.
- I acknowledge that some material available on the Internet may be objectionable and that in addition to the Acceptable Use of Devices and Digital Resources Statement, I have discussed appropriate restrictions for the student when accessing or sharing information or material over the Internet.
- I understand that Brisbane Catholic Education and/or the school may remotely access school-owned student devices for management purposes. Devices are managed by BCE's supported Mobile Device Management software.
- I understand that the school may disclose personal information about an individual to an external service provider for the limited purpose of storing and managing the information, for instance, when using public internet services to create learning and teaching content. The school may also disclose personal information to overseas service providers, for instance, when storing data with 'cloud' service providers, whose servers are situated outside Australia.
- Whilst, BCE takes all reasonable steps, in some cases, there may be an unauthorised disclosure of student personal information by third parties (for example, in case of a data breach of information held by the third party) which the school and/or BCE cannot control. (Further information is outlined in Brisbane Catholic Education's Privacy Policy, which sets out how each school and the BCE Office manages personal information provided to or collected by it.)

Parent/legal guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student acceptance

I agree to comply with all requirements as set out in the Acceptable Use of Devices and Digital Resources Statement and all other relevant laws and restrictions in my access to the various technology resources through the Brisbane Catholic Education network.

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_