



**MARIAN
COLLEGE**

ICT ACCEPTABLE USAGE POLICY

Marian College (the College), inspired by the Brigidine Sisters and Gospel teachings, fosters a nurturing environment focused on strength and kindness. Our Vision Statement guides us as an educational community, emphasising faith, love, service, achievement, and forward-thinking.

The College is owned by the Trustees of Kildare Ministries and is operated and governed by Kildare Education Ministries (KEM).

Purpose

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

Access to digital technologies, including the internet, is provided to students and staff at the College because digital information and communication are important mediums for contemporary learning and teaching and administration. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between the College and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at the College are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. The College, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Online Services

The College uses several online services to support and enhance our students' educational experience. All students will have a College account created for them at the time of enrolment. Limited personal information is used for most online services, this includes name, email address and wellbeing group.

Access to a vast array of tools online allows students to develop contemporary skills that are needed for their future in a world where being connected, ability to communicate, collaborate and be creative, are integral. It is through the use of online tools that staff at the College give students the opportunity to explore learning beyond the walls of the classroom and in doing so, also teach them important skills about how to be critical consumers and ethical users of the information and websites they encounter. Students will at times be asked to use other online services and for this we ask they use their school provided email address to create these accounts.

Scope

This policy applies to members of the College community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the College. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the College. The

curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

Information and Communication Technology (ICT)

ICT refers to technologies which include any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- Computers and laptops.
- Mobile devices such as mobile phones, smart watches and tablets.
- 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; and
- Fax, scanning and copying machines.

Principles

The use of digital technologies within the College by staff and students is underpinned by the following principles and understanding:

- That digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community.
- All staff are provided education, training and professional learning in appropriate ICT use.
- All login details and passwords are to be kept confidential to prevent others accessing their accounts.
- That online behaviour will at all times demonstrate respect for the dignity of each person in the community.
- Users will behave in a manner that is ethical and safe when using the internet and network services (even for personal communication).
- The Catholic beliefs and ethos of the College, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used.
- The regular provision of information to parents/guardians to raise awareness of inappropriate use of ICT as a College community issue.
- Inappropriate online behaviour, including cyberbullying, will not be tolerated.

Policy

Internet and Network Access

Access to internet and network services are provided by the College to staff and students for educational and administrative purposes. From time to time, other policies and education requirements may result in restrictions.

Access rights assigned to students and staff at the College will be determined by the Principal and may vary as educational and administrative purposes change.

Students and staff at the College 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.

Expectations of users

All students and staff at the College are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. All staff have a responsibility to be aware of and act in accordance with The College's Child Safeguarding policies and guidelines. These standards apply



whenever College equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Non-compliance with this policy

Disciplinary action may be undertaken by the College against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The Principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines. These measures are outlined in PolicyConnect or the Acceptable User Agreement for students used by the College.

Duty of Care

The College will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. The College will prepare staff to deal with these issues.

Monitoring

Students

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

Staff

An authorised person (e.g. Principal) may monitor the use of the College ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to the College information and communication networks from viruses and intrusions, current virus screening software is activated, and where appropriate, passwords are to be used by staff and students of the College. Firewalls will be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the College or KEM. Non-authorised staff and students are not permitted to have access to these levels of system management.

Generative AI privacy

Generative AI tools pose risks to the privacy of staff or students, especially through the sharing of personal information:

- No personal or identifying information should be entered into any Generative AI application or service.
- Staff and students are to be advised of the risks of entering personal information into Generative AI, including the retention and use of information by the companies who own Generative AI apps and services.
- The use of private or identifying information may contribute to the creation of deepfakes or malicious content and therefore may be reportable, for example via the eSafety Commissioner.

Generative AI and safety

Generative AI represents new threats to safety which must be handled proactively and responsibly by staff and students. Generative AI tools can be used in ways which are illegal and abusive. This includes the use of image, audio, and video Generative AI tools to create deepfakes and explicit content. Any misuse of Generative AI in this manner is to be reported via the eSafety Commissioner and/or the police.

Email

Email service is provided for educational and administrative purposes. The College advises students and staff that they may be held accountable for the email they create and distribute using the network.



Websites

The College may create a website with the approval of the Principal. These websites must be established and maintained in accordance with our policies and guidelines and relevant legislation.

Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the Principal.

Acceptable Use Agreements

Students

The College provides students and parents/guardians with the following:

- A copy of the College's Student ICT Acceptable Use Agreement
- A copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian 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. The College provides staff with the following:

- A copy of the College's Staff ICT Acceptable Use Agreement
- A copy of this policy.

Definitions

For the purpose of this policy the following terms are defined as follows:

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| Computer: | Is 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. |
| Generative AI: | Is a subset of artificial intelligence (AI) focused on creating new content. This content can be text, images, audio, video, or other data types. It's essentially AI that can produce and generate output rather than just analysing input. |
| 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. |



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| Students: | Means those students enrolled at The College. |
| Website: | Is an internet based page or series of pages grouped together and managed by a person or group. |

Supporting Documentation:

- Anti-Bullying Policy
- Child Safety policies
- Code of Conduct (Students and Staff)
- KEM Complaints Policy
- KEM Privacy Policy
- Social Media Policy
- Workplace Bullying and Harassment Policy

Legislation and Standards:

Document History

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