



# Marian College

## STUDENT ICT ACCESS AND ACCEPTABLE USE GUIDELINES

### 1. Introduction

These guidelines relate to student use of computers, mobile devices (iPads), mobile phones and related devices associated with their enrolment at Marian College Ararat. The guideline also covers the use of College owned computer devices outside the College environment and the use of College provided e-mail.

The guideline is designed to ensure that such devices are used for the educational benefit of the student. This guideline recognises that mobile devices and the internet are only one of a number of education tools available to students.

### 2. Student access to College Networks

Generally students will have access to the Colleges network through a portable device (such as iPads) issued by the College or computers set up for student use with approval. Senior students or students with learning difficulties may bring their own laptops or other devices.

Access to the network will be dependent on the student complying with this guideline and other agreements such as the "College Issued Device Agreement".

Within the College environment students must only access the internet through the school network, not through any other means including, but not exclusive to, hotspot on smartphone.

Any attempt to hack, interrogate, bypass or compromise the College's network or other users on the network will result in access to the College's network being withdrawn.

### 3. Password(s)

Students will be provided with a password for accessing the College's network and their student e-mail. This password must be kept secure and not shared with other people. If at any time a student believes their password has been compromised they should immediately request IT staff to re-set their password.



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## **4. Cyber Bullying**

Any student subject to unwanted attention, bullying, threatening or other unwanted attention from other students or sources outside the College should immediately report this to their Home Room teacher and parents. If the source of the cyber bullying is within the College the matter will be dealt with in accordance with existing bullying policies. Likewise, students are not to use Social Media in any way which may damage the reputation of the College, or harm the wellbeing of any person.

Cyber bullying from sources outside the College will be investigated and if appropriate referred to the Police.

## **5. Use of mobile devices (including mobile phones and iPads) in classrooms**

Mobile phones must not be used in classrooms. Mobile devices issued by the College (such as iPads and laptops authorised for access to the College network) may only be used for class related purposes.

## **6. Using the College Internet.**

Access to the College's network will also allow students to access the internet. When using the Internet students must ensure they :

- are courteous, considerate and respectful of others at all times.
- do not use inappropriate or offensive language or transmit any material that could be deemed inappropriate or offensive.
- only use the internet for purposes related to their study.
- do not provide personal information such as surname, address, telephone number, parent's work address/phone number.
- do not take or send pictures of themselves or other students without a teachers permission.
- do not use chat lines without the permission of the teacher.
- do not respond to messages/e-mails of an unpleasant nature
- do acknowledge the source of information that is used in assignments.

## **7. College e-mail**



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All students will be issued with a College e-mail address. While the e-mail may be used for private purposes, students must comply with the requirements detailed in Part 6 of this guideline “Using the College Internet”. Additionally, the e-mail issued by the College must not be used on social media sites including Facebook and Twitter.

## **8. Parent Involvement**

Marian College Ararat encourages all parents of students to maintain an active involvement in the use of the internet by their children. It is important that parents manage the use of the internet in the home environment and support the College in upholding the rules of acceptable usage.

The College will support parents through information sessions for parents and students and the provision of Cyber Safety sessions for students.

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