



JOHN PAUL COLLEGE INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE GUIDELINES

This guide is available on our web site at

8. Students shall respect the privacy of others, work within the legal boundaries of licensing and copyright, not engage in any form of cheating, use language appropriate to the expectations, and take good care of all ICT equipment.
9. Students shall take personal responsibility for their behaviour whilst participating in any online school-based activities, regardless of where the student may be physically located.
10. John Paul College will utilise various tools and technologies to ensure compliance with this guideline. This may include the installation of software or the enabling of restrictions on non-school owned devices.

PROCEDURES

1. John Paul College is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this guideline.
2. John Paul College shall identify acceptable and unacceptable use of email and other ICT systems and is committed to regularly updating this guideline.

- **Acceptable use shall include but is not limited to:**

- researching information relating to assignments*
- gathering specific information about subjects/topics
- emailing a teacher or friend for assistance with school-related work;
- accessing school-sanctioned learning materials/applications
- other teacher directed activities

**Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.*

- **Unacceptable use shall include but is not limited to:**

- accessing networks without school authorisation;
- transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school;
- recording, transmitting or deliberately accessing and/or receiving digital representations (including drawings, photos, videos and other multimedia) of any person

2.1 Unlawful use shall include but is not limited to:

- defaming someone or an organisation;

12. utilise access to various communications offered by the College in an appropriate and safe manner
13. the device is to be maintained and cleaned
14. maintain enough storage space for school-related files
15. request permission from the teacher and other students when using the camera and audio recording functions
16. must not publish photographs or recordings
17. may not access their device before school and during recess 1 or 2

Specifically,
the school does not permit the following:

1. the use of social media applications or games, for example

