	ICT ACCEPTABLE USAGE POLICY STUDENTS
College council will review this policy every three years or as directed by DET	**Date approved:** October 2016
	Date of next review: 2019

RATIONALE

In order to enhance student learning, Doncaster Secondary College is committed to the provision and use of appropriate learning technologies throughout the College.

PURPOSE

To ensure that students use Information and Communication Technology (ICT), including hardware and software, the Internet and Intranet, in an appropriate and ethical way.

GUIDELINES

- ICT at the College should be for educational use only.

- Software must be appropriately licensed for use.

- Material which is unacceptable to the College (includes but is not limited to):
  - sexually explicit or pornographic
  - violent, fraudulent or defamatory material;
  - breach of copyright;
  - material which promotes unlawful discrimination or vilification;
  - harassment including sexual harassment;
  - stalking or privacy violations

  is not to be knowingly accessed, downloaded or distributed through the College network or other personal carnage services onto College computers, student ICT devices or other digital device, including 'Bring Your Own Digital Devices'.

- Games and programs from outside the College may not be loaded through College computers or student ICT devices and/or used on the premises unless directed by the teacher.

- ICT must not be used to bully, defame, discredit or harass any member of the College community or the broader community. (Refer also to Bullying Policy).

- ICT must not be used to discredit the College.

- Students should not publish material via the internet or intranet about the College or a person without the express permission of the College or the person.

- Every precaution must be taken not to allow computer viruses, trojans, malware, spam, phishing or other similar software which is detrimental to the functioning of the College network to enter the College computer network.

- All sources of material accessed from the internet and email must be cited in the appropriate format, in line with copyright protocols.

- Accessing network pathways and files which are restricted to staff and network administration is prohibited.

- Personal logon details are to be kept confidential.

- Appropriate care and consideration should be exercised with all electronic devices.

CONSEQUENCES OF NON-ADHERENCE TO POLICY

Students who do not adhere to the College General Computer Policy will be considered in breach of the College Student Code of Conduct, which is published in the College Planner and Student Engagement policy. The penalties for breaches of the Student Code of Conduct may include, but are not limited to the following:

- Report to police
- Discussion followed by a warning
- Written or verbal apology
- Deprivation of privileges
- Removal from a group activity
- Being required to complete a task to an attainable standard
- Graffiti removal or yard duty
- Detention outside class time
- Parent contact
- Discipline meetings
- Suspension
- Expulsion

Suspension is a serious disciplinary measure and will only be used when other measures have not produced a satisfactory response and in situations where the Principal is satisfied that urgent action is required.

Permanent expulsion from the College is the most extreme sanction and will only be used in extreme circumstances. Behaviour which may result in expulsion include: significant violence, the threatening of the welfare and safety of members of the College community, or significant disturbance of the good order of the College program or facility.

Both suspension and expulsion will be managed according to the Student Engagement Policy.

Reporting to external authorities where there is a reasonable belief that illegal activity has occurred, the College may report the suspected illegal activity to the police. Instances of bullying or harassment may be reported to the appropriate body which includes the 'Office of the Children's eSafety Commissioner'.