



Kairos Community College

Information and Computer Technology Policy

Purpose:	The purpose of this policy is to manage the appropriate use of information, communication and technology services by students and employees at school	
Scope:	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
Status:	Approved	Supersedes: no previous
Authorised by:	Directors of the Board	Date of Authorisation: 15 Dec 2014
References:	<ul style="list-style-type: none"> • Kairos Community College Acceptable Use of Personal Electronic Device Policy • Kairos Community College Anti-Bullying Policy • Kairos Community College Anti- Bullying Reporting and Response Procedures • Kairos Community College Positive Behaviour Support Policy • Kairos Community College Discipline Policy • Kairos Community College Code of Conduct • Kairos Community College Privacy Policy • Kairos Community College Copyright Policy • Kairos Community College Copyright Procedure • Kairos Community College Records Retention Policy 	
Review Date:	Every 2 years	Next Review Date: 15 Dec 2016
Policy Owner:	Governing Body	

Policy Statement

All students and employees at have the right and responsibility to utilise ICT services as essential teaching, learning and business tools. Kairos Community College expects this technology to be utilised to its full capacity to provide the most valuable learning environment to the benefit of all. Kairos Community College also expects students and employees to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the “Definitions” section below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever Kairos Community College ICT services are utilised.

Kairos Community College reserves the right to restrict employee or student access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the school. Employees and students should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

Definitions

- **ICT** – means information, communication and technology
- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the school
- **ICT facilities and devices** – includes but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, PDAs, , tablets, eBook readers and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, BluRays and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices
- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers
- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students

Responsibilities

School Responsibilities

Kairos Community College acknowledges its responsibility to:

- Develop and implement this Policy to ensure the full utilisation of ICT services as essential teaching, learning and business tools within acceptable use parameters
- Communicate this Policy to students, parents and employees
- Keep appropriate records, monitor and report on any issues related to inappropriate ICT services
- Encourage students, parents and employees to contribute to a healthy school culture

Employee Responsibilities

At Kairos Community College employees have a responsibility to:

- Uphold the school's Policy on this issue via their own safe, lawful and ethical use of ICT services
- Provide guidance and model appropriate behaviour for use of ICT services in the classroom,
- Take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT services

Student Responsibilities

At Kairos Community College students have a responsibility to:

- Uphold the school's Policy on this issue by ensuring the appropriate use of ICT services via safe, lawful and ethical behaviour
- Report any breaches of this Policy to a Learning Engagement Educator or Head of School.

Policy Review and Version Tracking				
Version	Date to be Reviewed	Person Responsible	Comments	Date Adopted
1	15.12.15	Mark Cornford	Policy developed	15.12.14