

# INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

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**Scope:** This policy applies to all staff employed in Catholic kindergartens, schools and colleges, kindergartens and outside school hours care centres conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education in the document).

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## 1. POLICY STATEMENT

Catholic Education will maintain and enhance Information and Communication Technologies (ICT) to provide a safe and productive learning environment.

## 2. DESCRIPTION

Catholic Education is committed to supporting schools with the development of appropriate policies and procedural frameworks to assist with the ongoing development and implementation of ICT.

The continual development of ICT resources within schools supports curriculum delivery, user management and school administration.

Safe practices and a safe environment will be provided for users accessing the network services such as the internet and electronic mail.

Accountability of users to the Catholic Education authority is essential to ensure the appropriate use of ICT.

## 3. IMPLEMENTATION ISSUES

1. All users will comply with Catholic Education's ICT Code of Practice.
2. All schools will maintain a current Technology Plan which is updated to reflect the annual budget, change in a school's needs as well as Catholic Education and government requirements.
3. Expenditure of funds on ICT capital resources must adhere to Catholic Education's guidelines.



4. Users will have access to appropriate applications including but not limited to:
  - a. virtual learning environment
  - b. internet and email
  - c. employee support services
  - d. finance and
  - e. student administration services
5. All users of ICT resources will do so in an ethical, legal, safe and responsible manner adhering to copyright and intellectual property rights.
6. All users of ICT should be mindful of appropriate protocols in the use of social media and be aware of their obligations.

#### 4. REFLECTION MATERIAL

##### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Code of Conduct](#) 2018
- [Integrity in Relationships](#) 2013 (Brochure)
- [Student Protection](#) 2013 (Brochure)
- *Information and Communications Technologies Code of Practice – Staff* 2018
- *Information and Communications Technologies Code of Practice – Early Learning and Care to Year 2* 2018
- *Information and Communications Technologies Code of Practice – Student Primary Years 3-6* 2018
- *Information and Communications Technologies Code of Practice – Student Secondary Years 7-12* 2018
- *Information and Communications Technologies Social Media Guidelines* 2015
- *Social Media Framework* 2014
- *Cyberbullying and Reputation Management Guidelines* 2015
- *Cybersafety and Cyberbullying – A guide for Parents and Carers* 2015
- *Closed Circuit Television (CCTV) in Schools Guidelines* 2015
- *Inappropriate Online Content – Incident Response Procedures for Diocesan Representatives* 2015