



ICT Acceptable Usage Policy - Students

Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

Background

Edmund Rice Education Australia – Victorian Schools Limited (EREA-VSL), as St Patrick's College's governing authority, sets the policy framework for all EREA-VSL schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students*.

*Student includes any person enrolled in the College, either as a day pupil or as a boarder.

Purpose

St Patrick's College Ballarat provides access to Information and Communication Technology (ICT) to support learning, communication, and creativity. This policy outlines the expectations for safe, respectful, and responsible use of all ICT resources by students.

Scope

This policy applies to all students enrolled at St Patrick's College and covers use of:

- School-owned devices (e.g. laptops)
- The College's network, internet, and email services
- Online platforms and systems (e.g. Microsoft 365, SIMON)
- All College ICT resources including but not limited to printers, AV equipment and peripherals

Student Responsibilities

Students must:

- Use ICT for educational purposes only during school time.
- Follow teacher instructions and school rules when using technology.
- Treat all equipment with care and report any damage or issues to staff.
- Keep passwords private and secure.
- Only access own files and accounts.
- Log out after using shared devices.
- Ask permission before recording or photographing anyone.

Respectful Behaviour

Students must:

- Communicate respectfully and kindly online.
- Not use language or images that are offensive, threatening, or discriminatory.
- Never post or share inappropriate, illegal, or harmful content.
- Respect the privacy of others—no sharing of personal information or images without consent.
- Not engage in any form of cyberbullying or online harassment.

Prohibited Activities

Students must not:

- Attempt to bypass security filters or access blocked websites.
- Use the College's ICT to access, download or distribute inappropriate content (including pornography, violence, or hate speech).
- Use another person's account or attempt to access secure areas without permission.
- Use ICT to cheat, plagiarise, or misrepresent their work.
- Connect personal devices to the school network without approval.
- Play non-educational games or access entertainment sites during school time without permission.

Email and Online Services

- School-provided email and cloud services must be used responsibly.
- All communication via school systems may be monitored.
- Students must not use school email to register for personal accounts or services unless authorised by a teacher.

Mobile Phone and Personal Devices

- Students must follow the College Personal Electronic Devices policy, which requires phones and personal electronic devices to be off and securely stored in lockers during school hours, including recess and lunch.

Cyber Safety

- Students must immediately report any concerning or unsafe behaviour, messages, or content they encounter.
- Students are encouraged to speak with a teacher or reach out to the Wellbeing team if they feel unsafe online.

Consequences of Misuse

- An Incident Report will be made detailing the offence and informing Year Level Coordinators.
- A letter informing parents will be sent by their son's Year Level Coordinators.
- The college reserves the right to confiscate any memory sticks, phones, or other devices or equipment owned and used by students in breach of this policy.
- A nominated representative of the College shall interview the parents / guardians of any student found to have breached the policy on more than one occasion or has committed any severe breach, before any penalty has been decided.

Acknowledgement

Students are required to read and sign the ICT Acceptable Usage policy at the start of each school year, or upon commencement if starting at the College during the year.

Status of Policy

Policy owner	St Patrick's College - Ballarat
Approving authority	Principal
Approval date	16 July 2025
Risk rating	HIGH
Date of next review	July 2026
Publication details	School website

