

# Our Lady of Mount Carmel School



## Digital Technology use by Staff

## RATIONALE

Digital Technology (DT) is utilised in schools for the purposes of learning, teaching and administration. Digital Technology offers schools of teaching and administrative tools that help students develop to their full potential and implement effective and efficient business practices. Digital Technology also presents risks that must be understood and managed.

In accordance with the teachings of the Catholic Church, the practice of communication regardless of the medium, must be honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

## DEFINITION

'Digital Technology' means all computer hardware, software, systems data, digital communications and technology including the internet, email and social media. (eg Facebook).

**Defamation** is a written or verbal statement that tends to lower another person's reputation in the eyes of ordinary members of the community, or leads people to ridicule, avoid or despise the person, or injures the person's reputation in business, trade or profession. There are a number of defences available against a claim of defamation including that the statement is true, or an honest opinion on a matter of public interest.

**Harassment, Discrimination and Bullying** means unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-B4: 'Harassment, Discrimination and Bullying of Staff'.

**Social media** refers to internet-based applications that allow users to share information and create communities (e.g. Facebook, Twitter).

## PRINCIPLES

1. Our Lady of Mount Carmel School acknowledges that the availability of access to information on a global level poses significant risks that must be understood and managed.
2. Our Lady of Mount Carmel School accepts that the use of Digital Technology must comply with: child protection policies; relevant State and Commonwealth laws (a summary of these laws are an attachment to this Policy and form part of this policy); school rules or policy; and, on unacceptable or unlawful behaviour (as outlined in Procedure 2.2 and 2.3 of this Policy).
3. Our Lady of Mount Carmel School provides access to Digital Technology to support their duties as staff members.
4. This policy works in conjunction with the Our Lady of Mount Carmel School Harassment policy.
5. Our Lady of Mount Carmel School accepts that the use of Digital Technology, must not constitute unacceptable or unlawful behaviour (as outlined in procedures 2.2 and 2.3 of this Policy).

6. All written, graphic, audio, video and other materials created, produced, communicated, stored or accessed using Digital Technology for school purposes, are the property of the school and, as such, are subject to monitoring by the school.

## **PROCEDURES**

1. Our Lady of Mount Carmel School is committed to ensuring that all staff are aware that unacceptable use of Digital Technology (eg email, internet and social media) within the school environment will not be tolerated under any circumstances and that disciplinary action will be taken against any staff who breaches this policy.
2. Our Lady of Mount Carmel School shall regularly update this policy and induct staff on acceptable, unacceptable and unlawful use of Digital Technology.
  - 2.1 Acceptable use shall include but is not limited to:
    - facilitating, gathering and disseminating appropriate information for educational or related purposes;
    - encouraging collaborative projects and resource sharing;
    - fostering innovation
    - building broader infrastructure in support of education and research
    - fostering professional learning
    - undertaking school administrative functions
    - any other tasks that are for educational or related purposes or that support and promote the school and its ideals.
  - 2.2 Unacceptable use shall include but is not limited to:
    - accessing Digital Technology systems without proper authorisation
    - transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful physically or emotionally. This may include bullying or harassment within and outside the school
    - unauthorised disclosure or communication of information concerning any password, identifying code or other confidential information without permission
    - interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form or using the network to make unauthorised entry to any other machine or user file accessible via the school's network (i.e. 'hacking')
    - breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property
    - conducting private business for commercial gain or promotional material unrelated to a staff member's role in the school using the school's Digital Technology.

- bringing the school or Catholic Education into disrepute

2.3 Unlawful use shall include but is not limited to:

- defaming a person or an organisation using Digital Technology.
  - infringing of copyright laws, i.e. reproduction and/or adaptation of copyrighted material by downloading and further disseminating the material
  - use of Digital Technology in a way that could constitute sexual discrimination, sexual harassment or cyber bullying and harassment
  - communicating with or contacting students on a personal level via written or electronic means without a valid context
  - storing, displaying, creating or sending sexually offensive material
  - use of Digital Technology in a way that is discriminatory on the basis of, for example, race, sex, gender, disability or age
  - undertaking activities which breach State or Commonwealth legislation.
3. Personal use which does not constitute 'acceptable use' in accordance with the provisions of procedure 2.1 and is purely personal in nature should be limited.
  4. Unacceptable and/or unlawful use of Digital Technology may constitute misconduct and/or serious misconduct and may warrant disciplinary action. Any acts of continued misconduct may result in the termination of a staff member's contract of employment. Any act(s) of serious misconduct may result in the immediate termination of a staff member's contract of employment.
  5. Digital communications are subject to the records management processes of the school in accordance with CECWA Policy Statement 2-D8: 'The Management of Confidential Information'.
  6. The use of Digital Technology shall be informed by support documentation published on the CEWA website.