Loreto College, Technology and Me

Loreto College recognises it is part of a rapidly changing global culture which offers both challenges and opportunities. Mary Ward strove to educate in and for society not apart from it. She encouraged others in their discernment between that which makes a difference for good and that which diminishes us in the eyes of God. Our educational program exemplifies a vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church. Mary Ward articulated essential elements in the education of women that make up the unique inheritance of our rich tradition and heritage. These crucial elements help to inform us as we seek to harness the ever-expanding possibilities of technology within our community. Technology can take many forms and is invaluable as a tool in our efforts to communicate, collaborate, evaluate, create and reflect. These guidelines apply to a range of devices, such as: computers, notebooks/laptops, tablets, smartphones and other tools which access computer networks wirelessly.

Vision
Loreto College offers a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. 
Students are empowered to use technology in a positive way so that their digital footprints are beacons that emphasise respect for themselves and others and, challenge those who use these tools in a negative way.

Women
A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlines the emphasis in our tradition of the education of girls.
Technology enables us to communicate our thoughts and ideas 24/7 in order to influence others. We must always be clear about why we are communicating and careful about how we choose to communicate.

Freedom
Mary Ward’s most profound understanding of freedom was grounded in her sense of personal relationship with God, her belief that each one of us, in our ordinary experience of life, has access to God’s loving care. This is the truth that sets us free. It is an inner freedom, acceptance of self, openness to others and trust in life.
Freedom brings with it a sense of responsibility and an acknowledgement that rules exist to protect all members of a community as they strive to be better lifelong learners, especially in the appropriate use of technology.

Justice
Justice, as Mary Ward describes it, involves personal integrity based on harmonious relationship with God, with other people and with whole of creation. It is expressed in "works of justice", in active participation in the struggle to bring about such harmony.
Positive digital citizenship means using technology with integrity (honesty) and demonstrating respectful interactions with others in an online world.

Sincerity
Sincerity in our communication and relationship with others is an essential characteristic of the personal integrity Mary Ward envisaged. Her ideal was that "we should be such as we appear and appear such as we are."
Technology that is used in a sincere and positive way promotes respect for oneself and others.

Verity
Closely linked to sincerity is Mary Ward’s concept of verity. For her it means integrity and truth, particularly the profound truth of who we are and what gives meaning to our lives, a truth that centres fundamentally on the gift of life and mystery of God.
Those that use technology in a positive way are truthful to ethical and legal codes of behaviour as they collaborate and communicate online.

Felicity
Felicity is an attitude of mind, a disposition of the heart which manifests itself in cheerfulness, good humour, joy, happiness, hope, optimism, friendliness, courtesy, positive thinking, inner peace, self-acceptance and courage. 
Technology can provide a spotlight on the joys in our lives and our world, and can aid us in our endeavours to make positive changes in a digital world.
Challenge
To recognise that the many privileges of society are both a gift and a limitation.

Our Loreto community is obligated to contribute to the well-being of others. Our students are encouraged to be responsible leaders in their use of technology to bring about positive change both online and offline.

Guidelines for use
This document outlines the security, administration and internal rules which you should observe when communicating electronically or using the ICT resources provided by Loreto College, Marrayville.

The College staff will abide by their duty of care to be vigilant in regard to inappropriate material and filtering of content accessible through our network to ensure it is done in response to educational needs. Nevertheless, students must take personal responsibility for ensuring that what they access on the Internet is consistent with the philosophy of the College. Therefore, the use of technology will always be related to the curriculum unless specific permission has been granted by College staff.

All use of College information and communication resources will be in keeping with the accepted philosophy of the College, as well as the laws of the Commonwealth of Australia.

When using information and communications technologies, students will be respectful, discerning and reflective:

Content Filtering
1) The College uses content filtering which is customised to protect the safety of our students, the integrity of our network and the service of educational programmes.
2) Students are not permitted to use smartphones and other digital devices in order to bypass this filtering.

Communication
3) Communications should be objective and affirming rather than critical of a person or people. Once information is placed online it is often hard to retrieve, but its footprint remains.
4) College email and messaging services are provided for educational and other related school activities.
5) Permission must be sought from the Year Level Coordinator, Learning Technologies Coordinator R – 12 or IT Manager before sending mass emails or messages to a whole year level or class.

Online
6) Material stored, created and published should adhere to legal and ethical codes of conduct.
7) Students should not infringe the copyright or other intellectual property rights of another person.
8) Students should restrict the amount of personal details they provide about themselves or others to any externally hosted sites, such as cloud storage and especially social media sites.
9) Students must not use the College email account when registering for social media sites unless it is an official school activity.
10) Technology should not be used for unauthorised and/or time-consuming recreational game playing including Internet or other networked games during formal lessons.
11) Permission must be sought before uploading content that involves other students or College staff.
12) Online communication should not injure the reputation of the College, the IBVM and or the Catholic Church nor offend the ethos and values of Catholic teachings. The College cooperates with the Police where any potentially criminal inappropriate use may arise.

Protective Practices
13) Loreto College advocates the rights and safety of all its students, face-to-face and online.
14) Students should not engage in nor respond to online bullying and harassment. Examples of cyber bullying include: teasing and being made fun of; spreading of rumours online; sending unwanted messages; images or video footage; defamation. Anyone can be bullied online and the bully can act anonymously if he or she desires. People can also be bullied online by groups of people such as class groups or collective members of an online community. Evidence of any suspicious content should not be deleted but retained as evidence. The College cooperates with the Police where any potentially criminal inappropriate use may arise.
15) If students have been or know of someone being cyberbullied, contact the class or pastoral care teacher, Year Level Coordinator, School Councilor or Head of School. Students can also make use of the Be Safe link on the College website and Intranet.
Security
16. Students’ usernames and passwords are linked to their Internet, email and printing, and therefore, students should not:
   a. share their password with others
   b. allow others to use a computer they are logged onto;
      as they will be deemed responsible for any activities that occur associated with their logon. Students are encouraged to
      update their passwords frequently for security purposes and the College will enforce a password change once every 12
      months.
17. Students must check that their virus protection is updated when accessing the school network using personal devices
   and in accordance with the Student Guidelines for the Use of Privately Owned Portable Computing Equipment.
18. Backup procedures should be observed by using external portable storage devices.

Mobile Devices
19. Mobile devices are part of a range of technology, and include but are not restricted to: smartphones, mobile phones,
    ipods, mp3 and music players, tablets, ipads and personal media devices including gaming machines.
20. Mobile phones and other digital devices may only be used during lessons with teacher approval (Year 8 – 12) if the
    activity is deemed to enhance learning and they are set to silent. Students should not be receiving / responding to calls
    or text messages during lesson time, whether that is face-to-face teaching time or non-instructional times (commonly
    referred to as ‘free’ lessons).  Class times include all instructional spaces and especially the use of York Library and Yr
    12 Study Room where no calls should be made and received and no texting is undertaken. This also applies to
    corridors when moving between lessons, as a matter of safety more than anything else. These areas will be call-free
    and text-free zones.
21. Students will put mobile phones away at Recess and Lunch times. If there is an emergency situation and the student
    must be contacted, Student Services can be contacted on 8334 4224 or via email to StudentServices@loretos.sa.edu.au.
    The message will be passed to the student promptly. We especially request that parents understand that when their
    daughter accesses her phone to respond to them, she may be in breach of the Technology Agreement.
22. The mobile phones and digital devices of students in Years 6-7 should be secured in their allocated school locker by a
    locking mechanism until the end of the school day.
23. The mobile phones and digital devices of students in R-5 should be handed to staff at Reception on the Junior School
    Campus for secure storage until the end of the school day. If attending OSHC, the devices must be handed to the
    supervisor and collected prior to departure. If attending any training / special event, the device should be secured
    within the student’s school bag.
24. Texting is not permitted during class time or other school related activities.
25. Portable digital devices should not be used to record audio, video or still shots in change rooms, toilets, classrooms or in
    any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College.
26. Students are reminded to use low volume for short periods of time and to refrain from sharing ear bud style
    headphones.
27. Portable digital devices are not to be used when moving about the College for reasons of safety.
28. Breaches of the Agreement by any student will result in a reprimand and the confiscation of the device where it will be
    taken to Student Services before 12:00 or to Reception after 12:00 and can be collected from Reception at the end of the
    day on the Senior Campus. Students from R-7 can collect their device from Reception on the Junior Campus. Devices
    suspected on being used for criminal activity will be asked to be handed to the appropriate staff member who will
    ensure its safe storage in the College safe. Police action will sought.

Student-owned Technology
29. Student-owned technology refers and is not limited to notebooks / laptops and tablets / iPads.
30. Student-owned technology should be used in a respectful, positive and constructive way in accordance with the values
    of Mary Ward
31. Students using personally owned hardware are responsible for any damage or misuse caused by the items on or
    connected to the Loreto College resources and for the security of these items.
32. Loreto College or its representatives are in no way responsible, implied or otherwise, for the damage, misuse, or theft of
    personal items.
33. The storage of unauthorised software and downloads, including copyrighted images, audio, video and games on
    student-owned technology is not supported and, if placed on the College network, will be removed.
34. All personally owned hardware must be electrically tested and tagged before being used within the College environs.
35. Personal hardware and software will not be worked on, maintained or upgraded by the College IT Department.
36) For further information, please refer to: Student Guidelines for the Use of Privately Owned Portable Computing Equipment located on the school website.

**School-owned Technology**

37) Technology should be used in a respectful, positive and constructive way in accordance with the values of Mary Ward.

38) All equipment faults should be reported to Tech Support by email techsupport@loretos.aedu.au or to the IT Help Desk.

39) The storage of unauthorised software and downloads, including copyrighted images, audio, video and games is not supported and will be removed from the College network.

40) Technology equipment should be treated with respect at all times and damage reported immediately.

41) Students should not reset or change settings on devices.

42) College owned equipment should not be used for private financial gain, or commercial, advertising or solicitation purposes.

**Boarding Students**

43) Students who live in residential accommodation within the College grounds must abide by this policy during the school day and during school events.

44) Student owned notebooks may be connected to the school’s wireless network and this can be organised through the IT Department.

45) All electrical equipment must be tagged and tested.

46) Mobile wireless broadband devices are not to be used as a means to bypass the filtering system, within the residential accommodation of the College.

47) Other devices, used principally for entertainment, will not be connected to the wireless network.

48) The use of these portable digital devices within the Boarding community is governed by the rules established by the Director of Boarding and staff.

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I have read and understood the Loreto College, Technology and Me Acceptable Use Guidelines. I am aware of and accept my responsibilities as a student user of Digital Devices and Technology at this College.

_________________________  ______________________
Student Signature          Date

_________________________  ______________________
Parent Signature           Date