



STUDENT ICT POLICY

Approved: 12/2025
Approved By: Board
Effective: 1/2026
Next Review: 2028

www.dominic.tas.edu.au

PURPOSE

Dominic College (the College) is a Kindergarten to Year 10 Catholic School in the Salesian Tradition. The policies of the College, underpinned by Gospel values, serve to promote the wellbeing, dignity, and uniqueness of each person, and ensure the College meets its duty of care and legal and regulatory obligations.

The Charter for Salesian Schools sets out four central pillars that embody our founder St John Bosco's vision and guides the College in all aspects of school life. Dominic College draws its inspiration from these four pillars and strives to be:

- A **HOME** that welcomes
- A **PARISH** that evangelises
- A **SCHOOL** that prepares for life
- A **PLAYGROUND** where friends meet and enjoy themselves

The purpose of this Student Information and Communication Technologies (ICT) Policy is to outline the behaviour the College expects from students who use the ICT resources provided by the College.

SCOPE

This policy applies to students enrolled at Dominic College, during and outside school hours and whether onsite or offsite.

POLICY STATEMENT

This policy establishes the expectations, responsibilities, and requirements for student use of ICT at Dominic College. It aims:

- To provide students with equitable access to a variety of ICT resources ensuring that all students can participate fully in digital learning experiences.
- To foster the development of digital literacy, critical thinking, and responsible digital citizenship among students, preparing them for life beyond school.
- To outline clear expectations for the ethical, safe, and appropriate use of ICT resources in line with the College's values and legal obligations.
- To support students in understanding and upholding their responsibilities when using College ICT, both on and off site, during and outside school hours.
- To safeguard the security, privacy, and integrity of College ICT systems and the information they contain.
- To promote a positive and respectful digital environment that reflects the ethos of a Catholic School in the Salesian Tradition.

All persons covered by this policy are required to comply with its provisions, support its aims and contribute to its effective implementation.

DEFINITIONS

TERM	MEANING
Information and Communication Technologies (ICT)	Refers to all digital systems, devices, software, networks, and services provided or authorised by the College for educational, administrative, and communication purposes. This includes, but is not limited to: <ul style="list-style-type: none"> • Computers, laptops, tablets, and mobile devices • College-provided email accounts and communication platforms • Internet access and network infrastructure • Software applications and digital learning tools • Data storage systems (including cloud services) • Peripheral devices and accessories such as printers, projectors, scanners, cameras, interactive whiteboards, monitors, keyboards/mice, headsets, microphones, webcams, docking stations, stylus pens, USB hubs, cables and adaptors.
Device	Refers to any electronic equipment provided or authorised by the College for educational, administrative, or communication purposes. This includes, but is not limited to computers, laptops, tablets, and mobile phones.

COLLEGE PROPERTY

- All written, graphic, audio and other information and materials created, produced, communicated, stored or accessed on ICT are the property of Dominic College, and as such, are subject to monitoring, searching and examining by the College or other parties on its behalf.
- All ICT provided by the College remains College property.
- The use of all ICT must comply with the College's values, policies and legal obligations and users are responsible for the care, security and appropriate use of ICT resources.
- ICT must not be taken outside Australia unless approved by the Principal and E-Learning Manager.
- Access to College digital systems will be restricted based on the user's geo-location. Access will only be allowed from within Australia.

POLICY PRINCIPLES

- ICT is provided to students as a tool to support their learning and should be used in accordance with College policies, expectations and values as Catholic School in the Salesian Tradition.
- The use of ICT by students must be in accordance with applicable laws and policies.
- Misuse, abuse, or damage to ICT are considered serious breaches of this policy and the Student Code of Conduct.
- Authority for a student to access or use ICT may be removed, restricted or changed at the College's discretion.
- Students will be educated on the meaning and application of this policy and the College ICT Protocols detailed in this policy at a level that reflects the age-appropriate developmental stages of the student.

STUDENT RESPONSIBILITIES

- Material that may be considered offensive to others must not be stored or displayed on College ICT.
- The abuse, misuse, or damage to ICT must be immediately reported to staff.
- Devices being used on a 1:1 basis may need to be returned to E-Learning for service during school holidays.
- Food and beverages must not be consumed while ICT resources are being used.
- Students are required to abide by the law and not infringe copyright or privacy laws.
- Students must not take deliberate steps to bypass College filtering and security systems.
- Students must ensure that their activities do not result in damage to equipment.
- Students are responsible for the safe keeping of any ICT that has been individually assigned to them.
- In the event of damage, students must report the damage to E-Learning as soon as possible.
- Students must not attempt to undertake device repairs themselves.
- Under no circumstances should any information that would identify the College, its staff, students, parents, operations or programs, or any personal, sensitive, confidential or commercial information be used in Artificial Intelligence (AI) systems, including but not limited to, ChatGPT.
- Sharing of passwords is strictly prohibited.
- Students should not attempt to guess or obtain another user's password. The privacy of other persons must be respected.
- Students who manage their own passwords are required to keep this password secure, and to ensure it is unique to their College account.
- Students should not attempt to gain unauthorised access to any other computers or devices.
- Students are not permitted to connect personal devices (e.g. mobile phone or tablet device) to the College network.
- Online games are not permitted unless it is used as a specific learning tool and express permission has been given by your teacher.
- Audio, video, and image files should not be downloaded, viewed, or used outside of the context of the intended learning activity.
- ICT may not be used for any of the following purposes:
 - To defame a person or organisation
 - To bring the College into disrepute
 - To breach the privacy of another person

- The transmission of chain letters or threatening communications
 - The transmission of unwanted or unsolicited advertising
 - To create, access, display, store and communicate abusive, offensive, prohibited or illegal content and inappropriate language.
 - For bullying, cyberbullying, discrimination and harassment
 - Behaviour that would constitute sexual harassment or sexual discrimination
 - That is contrary to College expectations, values and policies.
- The College can review data, information, communications and student activity to ensure that students are using ICT responsibly.
 - Students are not to use the internet to obtain, print, display or transmit language or material which is obscene, vulgar, pornographic, threatening, dangerous or blasphemous.
 - Students are required to carry College supplied devices in the carry case allocated by the College at all times including when travelling to and from the College, when moving from room to room and from one venue to another.
 - Devices provided to students are for their individual use only. Other students, parents, family, friends or any third parties are strictly prohibited from using a student's device.

BREACHES OF THIS POLICY

Any breach of this policy will be assessed on a case-by-case basis, and will consider the severity, intent, frequency and impact of the breach. The College response will be guided by its Catholic and Salesian ethos, its policies and procedures, and any legal or regulatory obligations.

A breach of this policy may result in (but is not limited to) one or more of the following:

- Families invoiced for the cost of device damage and repairs.
- Reminded of our expectations either verbally or in writing.
- Referral to parents, Lead Teacher or College leadership.
- Detention.
- Restorative practices including mediation and conciliation.
- Corrective actions including Points Contract, Principal's Agreement, or individual support plans.
- Restricted or banned from School Activities or School Events.
- Lose the right to use ICT resources either temporarily or permanently.
- Suspension (internal / external) or discontinuation of enrolment.
- Referral to external authorities where required by law or regulator including Strong Families Safe Kids, Tasmania Police or other relevant bodies.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Principal/College Leadership Team	<ul style="list-style-type: none"> ● Lead policy implementation and enforcement, monitor compliance, and support continuous improvement. ● Ensure the College has the appropriate resources required to meet its obligations.
Lead Teachers/ Teachers/ Learning Support Assistants	<ul style="list-style-type: none"> ● Familiarise themselves with and comply with this policy. ● Ensure policy awareness, compliance, and appropriate training and support.

ROLE	RESPONSIBILITY
	<ul style="list-style-type: none"> • Ensure any breaches of this policy are acted upon as soon as reasonably possible. • Report any breaches of this policy or concerns to the E-Learning Manager and relevant Director.
E-Learning Team	<ul style="list-style-type: none"> • Familiarise themselves with and comply with this policy. • Ensure the secure and appropriate use of ICT resources. • Promote awareness of safe digital practices and support compliance with this policy. • Provide training and support to users. • Foster a positive and safe online learning environment for all users. • Monitor digital activity and report breaches or concerns to the E-Learning Manager and relevant Director.
Governance Manager	<ul style="list-style-type: none"> • Oversee the ongoing review of the policy to ensure continuous improvement and keep abreast of business requirements and regulatory and legislative changes. • Ensure this policy is accessible in the College Policy Library, the College website and upon request.
Students	<ul style="list-style-type: none"> • Familiarise themselves with and comply with this policy. • Engage in behaviours and conduct consistent with this policy.
Parents	<ul style="list-style-type: none"> • Ensure their child engages in behaviours and conduct consistent with this policy. • Support the College in implementing this policy, as agreed in the Enrolment Acceptance and the Terms and Conditions of enrolment for themselves and their child.

RELATED DOCUMENTS

Related documents include but are not limited to those listed below.

College Policies and Procedures

- Behaviour Management Policy
- Child Safe Policy
- Communication Policy
- Privacy Policy
- Records Management Policy
- Student Code of Conduct

Legislation

- Child and Youth Safe Organisations Act 2023 (Tas)
- Children, Young Persons and their Families Act 1997 (Tas)
- Copyright Act 1968 (Cth)
- Criminal Code Act 1924 (Tas)
- Police Offences Act 1935 (Tas)
- Privacy Act 1988 and Australian Privacy Principles (Cth)

Other

- National Principles for Child Safe Organisations

- Non-Government Schools Registration Board Guidelines
- Terms, Definitions, Acronyms and Legislation Guide

LOCATION AND ACCESS

College policies are stored and accessed through designated platforms to ensure the correct information is available to the appropriate audience.

This policy is available in the College Policy Library on SharePoint accessible by all staff. It is also available on the College website or upon request.

Printed copies of this policy are not considered current and should not be relied upon. Always refer to the SharePoint version or the Website version for the current, approved policy.