



St Patrick's College
LAUNCESTON

ST MARY MACKILLOP LIBRARY PROTOCOL

OCTOBER 2023 | V2.2



St Patrick's College
LAUNCESTON

ST MARY MACKILLOP LIBRARY PROTOCOL

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PROTOCOL STATEMENT

Acknowledgments: In the development of this protocol document the St Mary MacKillop Library endorses the following organisations and the values they represent:

- ALIA (Australian Library and Information Association)
- ASLA (Australian School Library Association)
- IFLA (International Federation of Library Associations)
- IASL (International Association of School Librarianship)
- UNESCO School Library Manifesto
- Students Need School Libraries

FUNCTION

The St Mary MacKillop Library serves as a vital component of the education process of the students at St Patrick's College. The Library is for the use and benefit of all staff and students of the College and the resources particularly support the school curriculum and teaching program.

The Library's mission to support the education of students of St Patrick's College is implemented through a planned program of acquisition, organisation and dissemination of information and resources. This is evidenced by the following functions of the Library:

Informative - The Library helps students turn data and information into knowledge. The Library provides the students with the opportunity to use information resources to enhance their knowledge, understanding, imagination and enjoyment of information, regardless of format.

Education - Through integration with classroom teaching, the Library supports all students in acquiring and practising the educational skills that are imbedded in the College's goals and Mission Statement.



Cultural - Provide access to local, regional, national, and global resources that encourage cultural and social awareness, diversity and sensitivity.

Recreational - Develop and sustain in the students the habit and enjoyment of reading through the provision of a wide variety of reading material. Encourage students in the pursuit of other recreational extracurricular interests, hobbies and skills.

Principles

The St Mary MacKillop Library Protocol has been developed in keeping with the *Archbishop's Charter for Catholic Schools*.

1. The Library supports the task of the school to provide an education of the highest possible standard for our students, using the resources available to us.
2. The Library equips students with life-long learning skills and develops their imagination, enabling them to live in the community as responsible citizens.
3. Seeks fair access to programs, resources and support structures.
4. Provides materials that promote the free flow of information and ideas through open access to materials that offer a variety of viewpoints on contemporary issues.
5. Offers the opportunity to develop literacy skills that will allow students to manage complex information, regardless of format: in the Library, in the classroom, at home or online.
6. Provides access to local, regional, national and global resources that expose learners to diverse ideas, experiences and opinions.
7. Develop an awareness of the diversity and individuality of all people.
8. Promotes the Library's resources and services to the whole school community and beyond.
9. Seek to provide excellence in professional service to the College community.

SELECTION OF APPROPRIATE LIBRARY MATERIALS

Rationale

The motto of St Patrick's College is 'Strength through Faith and Knowledge' and our Faith in Jesus Christ is the foundation of our work in the school community. The education of our students in the Catholic Faith and the ongoing support of our parents in the faith development of their children are our primary concern. This philosophy helps to guide the basis on which all library materials are selected for inclusion in the collections of the St Mary MacKillop Library.

Principles

I. Library material will:

1. Support and be consistent with the educational goals of the College, the Tasmanian Catholic Education Office, and/or the aims and objectives of the College's teaching and learning programs.
2. Reflect the cultural interests of the students and their families.
3. Provide materials that will stimulate growth, expand literary and aesthetic values and support ethical standards.
4. Meet the individual needs, abilities, emotional development and learning styles and interests of students and staff.
5. Reflect student diversity in culture, gender, levels of maturity, special learning needs and socio-economic background.
6. Identify the format, be that print, digital, or audio-visual, that best serves the intended use.
7. Enrich the curriculum and support the Heads of Learning and the teachers in the delivery of educational programs to students.
8. Be selected after due consideration is given to the reputation and strengths of the author, producer and publisher. [Appendix 1: 'Collection Management']

9. Online resources are critically assessed before recommendation for use by students.
10. Meet all obligations of the *Australian Copyright Act 1968*.
11. Meet all licensing agreements that apply to online electronic resources.

II. Library materials will enable students to:

1. Develop their full spiritual, academic, personal and cultural potential.
2. Deepen their understanding of the values of Christ and appreciation of the Catholic faith.
3. Access material from the collection that is best suited to their ability level and needs.
4. Connect to people and ideas that support and foster intellectual freedom in all forms of communication.
5. Utilise developing technology in order to locate and evaluate information to answer educational and recreational needs and interests.
6. Obtain skills that will promote lifelong learning.
7. Foster a love and appreciation of literature and reading.
8. Access current and accurate content in a variety of media.

COLLECTION PROCESS

The Australian Curriculum

The St Mary MacKillop Library supports the aim of the Australian Curriculum to deliver a 'learning entitlement for each Australian student that provides a foundation for successful, lifelong learning and participation in the Australian community.'

Selection of resources for the St Mary MacKillop Library is an important and highly skilled task. Selection of the most appropriate resources is a fundamental component of the Library's services.

While the Head of Library & Information Services has overall responsibility for selection of resources, staff, students and other community members suggestions are welcomed. Suggested resources will be required to meet all points in Appendix 1 '*Collection Management*'.

When Selecting Resources

1. Professional library staff, in consultation with Heads of Learning, will evaluate resources to ensure they meet curriculum needs.
2. Review of material will be conducted using literature from reputable publishers and professional organisations.
3. The text will be examined wherever possible before purchase. Audio-visual, online and digital resources will be previewed wherever possible before purchase.
4. Library materials dealing with controversial issues or challenging situations will be selected while being mindful of:
 - community expectations;
 - the need to maintain a diverse collection that represents a variety of viewpoints and helps students to develop critical and analytical skills;
 - there being no place in a Catholic school for material that contains gratuitous or extreme violence or has pornographic content, where no other academic, artistic or literary merit can be found in the material.
5. Library staff will place principle above personal opinion and reason above prejudice in selection of material of the highest quality in order to assure the College that material in the collection is appropriate to the needs of staff and students.
6. All gifts and donations will only be added to the collection after being judged against the selection criteria applied to purchased material.

7. All resources purchased by the College: books, serials, audio-visual and relevant online subscriptions, will be catalogued through the Library. This applies to items that may be housed in Department Collections.
8. Selection and purchase is recognised as an ongoing process. Part of this process will include removal of older items no longer of value to the collection; and the replacement of worn items still of educational value [Appendix 2: '*Principles of Deselection*'].
9. Acquisition of audio-visual material must be purchased and viewed with due consideration given to the College document on *Video and Film Protocol*.
10. Where appropriate, the St Mary MacKillop Library selects eBook titles, both fiction and non-fiction, with due consideration of the staff and students of the College and the requirements outlined in Appendix 1 '*Collection Management*'. Content remains paramount in the choice of this type of material.

Procedure for Challenged Materials

While utmost care will always be taken in the selection of resources, the St Mary MacKillop Library recognises that some material may be viewed by a member of the College community as controversial and undesirable.

1. The St Mary MacKillop Library does not censor items in the collection by the removal of pages or editing of footage as this contravenes the Australian Copyright Act.
2. If a parent or guardian makes a complaint about the relevance, suitability, or content of any library material, they will be encouraged to clarify the complaint by submission of the form '*Challenged Material*' [Appendix 3].
3. The information will be reviewed by the Principal, Deputy-Principal Learning and Teaching, and the Head of Library & Information Services. During this process any challenged material will be evaluated according to the Library Protocol documents, including '*Collection Management*' [Appendix 1].
4. A copy of this Library Protocol Statement and the '*Collection Management*' document will be made available to a parent or guardian who challenges an item in the library collection.
5. In the first instance the Senior Librarian will meet with the parent or guardian to discuss their concerns in regard to challenged material. Failure to resolve the issue at this stage will see it forwarded to the Deputy Principal Learning & Achievement and the Principal for further consultation and discussion.
6. Cooperation will be given to the complainant regarding continuing access to challenged material while this process is in place.
7. If the College determines that the resource is to be retained, borrowing restrictions can be placed on an item for the complainant regarding their own child/ren.
8. If a challenged item is retained, free access is guaranteed to all other students.
9. The St Mary MacKillop Library will remove an item if there are sufficient proven grounds for its removal.
10. If a text has a number of different complaints brought against it, each case will be examined independently on its merit.
11. The Principal will have the final say on the removal of a text.

USE OF TECHNOLOGY IN THE ST MARY MACKILLOP LIBRARY

The use of information and communication technology (ICT) underpins the St Mary MacKillop Library's services and programs. The Library supports students becoming information literate by exploiting a variety of ICT. Library staff guide and supervise students in the appropriate selection and use of electronic resources.

1. The St Mary MacKillop Library offers access to the collections within the library via the online library catalogue [SirsiDynix Enterprise and Portfolio]. Access is available online to the school community at any time.
2. The St Mary MacKillop Library supports online learning with the development and maintenance of the Library website.

3. Licensed electronic products and services can only be accessed by staff and students who are members of the College via user authentication.
4. The use of online licensed resources, including printing, may be tightly controlled by the vendor and subject to license agreements.
5. The Library and its patrons are permitted to make and distribute copies as detailed in the *Copyright Act* and the College's educational statutory licence and other educational licences as appropriate.
6. The St Mary MacKillop Library remains aware that the internet is an international publishing space. Therefore, the works, images and files on all these different sites may come under the copyright laws of other countries. Some of these countries may have different attitudes toward the ownership of intellectual property than we do here in Australia.
7. Use of computers by students in the St Mary MacKillop Library is governed by the document *Student ICT User Agreement*.

Academic Integrity

The St Mary MacKillop Library Supports and promotes the Office of Tasmanian Assessment, Standards and Certification's (TASC) *Authenticity and Academic Integrity Policy (2023)* by holding academic integrity sessions with every Year 11 student. In addition to this, the Library also provides tailored subject support orientations for all senior subjects, including TASC level 2, 3 and 4 subjects which detail the specific requirements for that course.

The Library creates and distributes various guides, tasks and handouts focusing on academic integrity and referencing for use by staff and students of the College. These are reviewed and updated regularly.

Senior students should at all times follow the directions of their teachers in TASC subjects for referencing requirements, details of which are available from TASC course criteria documentation. Where there is no guidance provided or required, Harvard is the default system of referencing for the College. The Library also offers a Harvard referencing introduction to the senior school orientation for Year 10 students.

Croagh Patrick students in Year 9 should follow Harvard referencing guidelines. The Library offers an introductory Harvard referencing program to Year 9 at the start of the school year.

Middle School students in Year 7 and 8 should be made aware of Harvard referencing guidelines by their teachers using the resources placed in the classroom by the Library and on the Library website. The Library is also available to provide assistance to staff regarding this.

Please refer to the Library website for additional information on academic integrity, referencing and plagiarism.

APPENDICIES

- Appendix 1 - Collection Management
- Appendix 2 - Principles of Deselection
- Appendix 3 - Challenged Material

RELATED PROTOCOLS & AGREEMENTS

- Video and Film Protocol
- Student ICT User Agreement

COLLECTION MANAGEMENT

AIMS AND OBJECTIVES

The Library acquires resources to meet the educational and recreational needs of the College community. Selection of resources is a cooperative activity overseen by the Head of Library Services in consultation with Heads of Learning, teachers, library staff and students.

Resources are acquired in a timely and responsive manner to meet expressed need or identified areas that require additional resources. All resources are processed through the library's automated acquisition system and meet college budgetary requirements.

All Faculty orders for books, serials and audio-visual resources are also processed through the Library acquisition system.

The philosophy that underpins this process can be found in the document 'Saint Mary MacKillop Library Procedure Statement'. Other guidelines to be considered are:

AUTHORITY

The authority can be vested in one or more institutions. The credibility of those responsible for producing the work will help in this area. Note the following:

- Qualified and/or experienced author or editor
- Reputable or known source of information
- Reputable or recognised publisher or producer

PURPOSE

Does the work achieve its applied or stated objective? For whom is the work intended?

SCOPE

This could be termed the subject of the work. Is the work comprehensive or selective? Is it intended for the specialist, educational or popular market? The information shall be appropriate and accessible to the identified year level or staff requirements.

PHYSICAL FORMAT AND TECHNICAL QUALITY

The format should be the most suitable medium to present the subject matter

EASE OF USE AND ACCESSIBILITY

Ease of use is vital. Printed works, where possible, need straightforward indexing to contents. Electronic resources must be easy to navigate.

- Content is easily accessible. This can be enhanced by appropriate guides, contents and index pages.
- Electronic and online resources can be easily navigated and meet appropriate standards.
- Instructions and support materials are adequate, clear, comprehensive and effective.

CURRENCY OF INFORMATION

Up to date information and current publications are purchased to meet identified needs. Older material is only purchased to meet an expressed need and after full consultation with staff.

COST

Any item purchased will meet budget requirements and will be evaluated against collection and curriculum criteria. Value of money will be considered by purchasing material that can be used across a number of curriculum areas and age levels. All Library and Faculty resources must be processed through the library acquisition system.

SELECTION AIDS

Professional journals and appropriate reviews will be used to help evaluate intended additions to the collections. Other resources may include:

- Current guides to children's literature
- Suggestions from staff, students and the wider school community
- Publishers' catalogues
- Booksellers
- Education and technology journals

BOOKS

Fiction: Fiction includes a wide range of genres, popular best sellers, classics, and award winners, in print, in audiobooks and eBooks. An emphasis is on Australian authors. Some popular titles will be duplicated to cater for demand. Some graphic novels and manga will be collected to cater for those who enjoy this format. We also support the College's literacy and reading programs.

Non Fiction: The non-fiction collection aims to support the College curriculum and stimulate the cultural, informational and recreational wants and needs of the staff and students. The Library as a rule does not purchase textbooks, unless they enrich and expand on those selected by the Faculties for student use.

PERIODICALS / MAGAZINES

The Library has subscriptions to hard copy and electronic journals. Where appropriate and affordable, the Library will give preference to online periodical resources.

Access to online indexes and databases is provided from the Library's website. These resources are only accessible to staff and students of the College.

SELECTING AND USING INFORMATION FROM THE INTERNET

Students are encouraged to develop critical searching skills to ensure that they are always using appropriate and relevant material from the internet.

Staff and students are encouraged to access the Library Fact Sheet 'Evaluating information from the Internet', which is available from the Library website.

COLLECTION PRESERVATION

The Library preserves the collection by employing a number of strategies. The Library's preservation strategies include: selective acquisition, physical processing, binding and repair, conservation and environment control. The Library also provides special housing for rare/special/historical collections in the Library Archives. The integrity of the collection is maintained by appropriate recording of metadata using standardised cataloguing procedures, curating an accurate digital record.

The Library uses SirsiDynix's Portfolio which provides both a digital asset manager and discovery interface. Important College assets, such as photographs, documents, shields and other realia are digitised and stored for long-term preservation and research.

CHOICE OF FORMAT

The most suitable medium to present subject matter will guide choice. Formats may include print, non-print and online resources. These may be:

1. 'Non-print' which may be one of the following:

- Audiobooks
- eBooks
- CD-ROMs
- DVDs
- Other multimedia resources

2. 'Print' which may be one of the following:

- Fiction
- Non Fiction
- Reference material
- Journals and magazines
- Newspapers
- Posters
- Maps

3. 'Online resources' may be one of the following:

- Web Pages
- Internet sites
- Licensed full-text databases
- Licensed full-text newspapers
- Other digital resources suitable online

CHECKLIST

The following criteria can be used as a quick checklist, for books, if required.

Ask:

- Who is going to use this resource?
- For what purpose will it be used?
- In which area will it provide additional material?

Treatment:

- How accurate, reliable, complete is this work?
- Is it objective? Does it try to represent all points of view? Should it attempt to do so?
- What is the intended level of readership?
- Bias. This includes geographical, societal, political and environmental content.

Arrangement:

- Always be aware of the total book.
- Always check the index.
- Language / terminology must be appropriate for the intended reader.

Physical characteristics:

- Paper – strength and appearance.
- Typeface – clear, readable, suitable.
- Binding – durable and easy to open.
- Illustrations – clear, appropriate to the text.

PRINCIPLES OF DESELECTION

AIMS AND OBJECTIVES

Weeding and de-selection of Library material is an ongoing process. It is an important component of the Library's collection management procedures and policy. It allows the Library to offer current and/or relevant material that meet curriculum needs. It also allows the Library to accommodate a growing collection of library and faculty materials.

Each individual item will be considered in relation to its worth to the whole school community as well as in relation to other books that fall within the same subject area.

The primary goal is not to have the largest collection possible, but rather to have the most useful and appropriate resources available for staff and students.

Weeding and de-selection is, in the first instance the responsibility of the Head of Library Services. Middle School resources are the responsibility of the Senior Library Technician. Discussion, where appropriate, will occur with Deputy Principal of Learning & Achievement, Heads of Faculty, teachers and library staff.

CRITERIA FOR WEEDING OR DE-SELECTION

The following criteria will be used in the process of evaluating resources identified for weeding.

Redundant to the college's curriculum and teaching needs

- Dated and obsolete content or format
- No longer relevant to the College curriculum and current teaching and learning requirements.

Dated, misleading or inaccurate content

- Older items not regarded as a classic.
- Presents inappropriate concepts or theories that have been disproved or have altered significantly.

Superseded editions

- An older edition may be kept if it contains unique content that does not appear in later copies.
- Retain a single copy of earlier editions if a historical run is to be built and maintained.

Low use

- Examine use patterns and consider items that have not been borrowed for more than 5 years. The library management system can be used to ascertain circulation figures.
- The material was acquired to meet a specific need and this requirement no longer exists.

DISPOSAL OF DESELECTED MATERIALS

All deselected books are stamped as 'cancelled' and removed from the catalogue record. This may mean only removing a holding record, or deleting the whole record from the library system.

Suggested methods of disposal include:

- Waste removal, recycling preferred
- Gift to another school
- Gift to another suitable agency, such as a charity
- Offered to staff and students without cost

BOOKS

Damaged or deteriorated items

Any item weeded due to physical deterioration will be replaced if they are still available, and the purchase meets the current selection criteria.

- Torn, unattractive or defaced item
- Damaged and beyond repair

Duplication in another format

Occurs when material is offered in a more appropriate format than traditional text-based resources.

- Appropriate licence, access and pricing options must be identified before weeding or de-selection occurs.

SERIALS

- Back issues of ceased or cancelled titles
- Back issues are available to the library online
- Magazines or Serials no longer meet curriculum or recreational needs.

AUDIO-VISUAL

The aims and objectives for weeding the AV library relate closely to those of the book collection. However, with the advent of online streaming out-of-date AV formats are discarded, keeping our collection relevant and up-to-date.

STACK / LIBRARY ARCHIVES

Under certain circumstances resources may be withdrawn from the open shelves and reallocated to the closed Stack area. This material is listed on the library catalogue and may be requested from the circulation desk. Material in this section has been withdrawn and placed in this area under the following circumstances:

- Contains historically valuable or interesting material.
- Is of particular value to the history of the college.
- The item has been determined to be of significant value and can no longer be replaced.
- It is fragile and cannot be handled without due care and consideration given to the resource.
- Contains material not suitable to be entirety of the student body, but still has value and merit in regards to curriculum.



CHALLENGED MATERIAL

Please read the Procedure for Challenged Materials which can be found in the Saint Mary MacKillop Library "Procedure Statement" before filling-in the following document. Once this document has been lodged your request will be acted on as soon as practicable.

REQUEST FOR CONSIDERATION OF ST PATRICK'S COLLEGE / MARY MACKILLOP LIBRARY RESOURCES.

Name of person initiating request:

.....

Signature:

.....

Date:

.....

Student Name:

.....

Author:

.....

Title:

.....

.....

Format: (eg. Book, video, magazine, website)

.....

It is appreciated that you have taken the time to fill-out this form. This will enable us to best address the concerns you have in regard to this item. This completed form will be forwarded, in the following order, to:

- Head of Library Services
- Deputy Principal of Learning & Achievement
- Principal

An appointment will be made where you will be able to discuss the proposed outcome of this process.

1. What do you object to in this resource? Please be specific and give examples:

Content:
.....

Language:
.....

Concepts:
.....

Relevance:
.....

Religious:
.....

Ideological concerns:
.....

2. Other comments:

.....
.....

3. Did you examine the entire item? Yes / No

If not, what parts?

.....
.....

4. Would you consider the item to be more appropriate for another age group? Yes / No

What ages / year level do you suggest?

.....
.....

5. Is there anything good, relevant or useful in this material?

.....
.....

6. If the school does keep this item, would you like to have it made unavailable for your child?

Yes / No



St Patrick's College
LAUNCESTON

VIDEO AND STREAMING PROTOCOL

SEPTEMBER 2023 | V1.1



VIDEO AND STREAMING PROTOCOL

VERSION NUMBER:	1.1	APPROVED BY:	Principal
DRAFTED BY:	Leadership Team	DATE APPROVED:	September 2023
RESPONSIBLE/ BREACHES REPORTABLE TO:	Deputy Principal Learning & Achievement	SCHEDULED REVIEW DATE:	March 2025

PURPOSE

The purpose of this Protocol is to provide guidelines for the appropriate use of films (feature and documentary), video clips (including those from sharing platforms such as YouTube) and computer games within the teaching and learning program at St Patrick's College.

POLICY STATEMENT

Educational videos/films/computer games are valuable teaching resources, and their appropriate use in promoting learning is encouraged. They are often excellent sources of information or portray places, people, events and emotions that otherwise would be difficult to capture in the classroom setting.

Videos/films/computer games provide a window into a wider world; they challenge students to a greater understanding of issues and demand well-considered responses. They are an integral part of an active learning program.

PROCEDURE

Effective educational practice in the use of videos/films/computer games should include the following:

Documentation:

- Videos/films/computer games used in a particular study area should be recorded in the curriculum documentation for the relevant subject, learning area and faculty.
- A video/film/computer game being used for the first time, or not included in the curriculum documentation, should be reported to the Head of Learning, with a written précis, prior to being shown.
- Duplication of videos and films should be avoided across subjects, learning areas and faculties - students generally should not have to see the same video/film twice. The Library should not be asked to issue videos/films for undocumented subjects.
- ClickView should be a teacher's first choice for locating films to show their classes.
- Netflix should only be used for films that are only available on this service.



Relevance:

- All videos/films/computer games should be relevant to the curriculum being taught at the time.
- Staff should have clear, desired, and demonstrated learning outcomes for each video/film/computer game that is shown.
- Videos/films/computer games should comprise part of an active learning program for students.
- Adequate student preparation prior to viewing is desirable, with follow-up through discussion, questioning, or written exercises.
- In some subjects, short excerpts or clips, isolated from the film theme, may be used to illustrate teaching points.
- Videos/films/computer games should not be shown in PC time except in special circumstances as part of a special program, e.g., bullying. Videos/films/computer games used, as part of the teaching program, should **never** be shown in PC time.

Suitability:

- Videos/films/computer games should support the ethos of St Patrick's College.
- Videos/films/computer games should be appropriate to the age level at which they are being shown

St Patrick's College's expectation is that all teachers are aware of and adhere to the Australian Classification Board advisory guidelines.

A summary of the rating is:

G For general exhibition.

PG Parental guidance is recommended for persons under the age of 15 years. Parents advise permission to view PG films upon their child's enrolment. If students under the age of 15 do not have permission to view PG films, alternative arrangements must be made for them (Appendix 1). **PG films do not require parental permission for students over 15 years of age.**

M Recommended for mature audiences 15 years and over. **St Patrick's College staff will notify parents of Year 10-12 students in advance. M films require permission until the end of Year 9/10 (Appendix 2). If parental permission is not granted, alternative arrangements must be made for the student.** An M film may only be shown to Year 7/8 students under approval from the Head of Learning if the film has been studied by the class as a novel and are, therefore, already familiar with the content and themes, e.g. *The Breadwinner*.

MA 15+ Legally restricted to persons over 15 years unless accompanied by a parent or adult guardian (mere permission is not enough). **Staff should not show videos/DVDs/films/clips of MA classification to students in Years 7-9. MA films may be shown with permission in Years 10, 11 or 12 as long as the film is prescribed in the syllabus. Permission from parents (Appendix 3) and Heads of Learning is essential (e.g., in the English syllabus for Years 11/12 and beyond, many films would be classified MA15+ such as *The Shawshank Redemption*, *The Truman Show*, and some Shakespeare (*Macbeth/King Lear*, *Luhmann's Romeo and Juliet*)). If parental permission is not granted, alternative arrangements must be made for the student.**

R Restricted to adults 18 years and over (**parental permission makes no difference**). **Not permitted to be shown.**

X 18+ Restricted to adults 18 years and over. **Not permitted to be shown.**

R and **X 18+** will never be shown by staff or viewed by students at St Patrick's College. In some subjects, short excerpts or clips, isolated from the film theme, may be used to illustrate teaching points.

- Videos/films/clips/computer games must always be **previewed** by staff before being shown to students.
- Videos/films/clips/computer games should never be used for purely recreational purposes during class time.

Hiring of Videos/Films/Computer Games from Retailers:

In accordance with the Australian Copyright Council:

- Videos/films/computer games may not be hired to 'entertain' groups of students as this is not considered 'giving instruction'.
- Use of videos/films/computer games as a fundraiser or for use with parents and the general public constitutes an infringement of the *Copyright Act 1968 (Cth)*.

APPENDICES

Appendix 1

Permission for students under 15 to view PG films

Parents advise permission to view PG films for their child upon enrolment. Before showing a film, the PGFILM report should be generated from Synweb to identify students who do not have permission, and appropriate alternative arrangements should be made for them.

Appendix 2

Permission Form for students in Year 9/10 to view M rated film/movie/clip for Education purposes.

This Form can be found in Google Drive's Form Template Gallery. Please remember to update the Form with the relevant details.

Appendix 3

Permission Form for students in Year 11/12 to view MA rated films/movie/clip for Education purposes.

This can be found in Google Drive's Form Template Gallery. Please remember to update the Form with the relevant details.



St Patrick's College
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STUDENT ICT USER AGREEMENT

OCTOBER 2022 | V2.1



St Patrick's College
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**STRENGTH
THROUGH
FAITH AND
KNOWLEDGE.**

STUDENT ICT USER AGREEMENT

I will **Be a Learner** by:

- Using ICT devices only as directed by staff members.
- Installing the necessary applications/software for learning on my device.
- Ensuring that my device is charged and ready for use each day.

I will **Show Respect** by:

- Looking after any device I use, whether it is my own, a peer's or belonging to the College.
- Respecting the privacy of self and others, by not sharing any personal passwords, information or images.
- Communicating with others in a positive and supportive manner.

I will **Participate in Our Community** as a responsible digital citizen by:

- Using the College network services and not bypass the College network, for example, through the use of a VPN.
- Viewing, using and sharing content according to school expectations and comply with State and Commonwealth Laws.
- Keeping my device secure and the software updated.
- Reporting any damage or maintenance requirements of College-owned devices to a member of staff.
- Immediately reporting any inappropriate online behaviour to a staff member.

I understand that I am responsible for my actions both in and out of school.

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement.

I understand that if I fail to comply with this reasonable use agreement I'll be subject to disciplinary action, which may range from loss of access to the school network to involvement of the police, in the event of illegal activities.

