

ETHICAL USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) EQUIPMENT AND SYSTEMS

St Patrick's College – Launceston

The objective of this policy is to create a framework for ethical use of ICT equipment and systems within the College.

The College acknowledges that it has obligations and responsibilities in regard to the education of young people in the ethical use of ICT equipment and systems; and that these emanate from teachings of the Church:

“All users of the Internet are obliged to use it in an informed, disciplined way, for morally good purposes; parents should guide and supervise children’s use. Schools and other educational institutions and programs for children and adults should provide training in discerning use of the Internet as part of a comprehensive media education including not just training in technical skills– ‘computer literacy’ and the like– but a capacity for informed, discerning evaluation of content.”

Ethics In Internet, Pontifical Council for Social Communications, 2002

From the Australian Government in MCEETYA directives for outcomes of student learning:

“[Students must develop] understanding of the capacity of ICT to impact on individuals and society, and the consequent responsibility to use and communicate information legally and ethically.”

An Assessment Domain For ICT Literacy, MCEETYA Performance Measurement and Reporting Taskforce 2005

“[Students must be] discriminating, ethical, legal, responsible and safe users of ICT.”

Statements of Learning and Professional elaborations for Information and Communication Technologies (ICT), MCEETYA, 2006

And from the St Patrick's College Community itself in the College Mission Statement:

“We value:

Compassion– We value a school where we have empathy for others, act with understanding and promote reconciliation.

Excellence– We value a school where each person can develop an enthusiasm for learning and strive to be their best in all aspects of life.

...

Justice– We value a school where we respond to the needs of others in a spirit of service and without judgment.”

Mission Statement, St Patrick's College – Launceston, 2007

Characteristics of ethical use of ICT equipment and systems are no different from the fundamental principles on which Christianity is based:

- empathy and compassion: respecting the autonomy of others, treating others as they would want to be treated, preventing harm, concern for the well-being of others
- trust and honesty: compliance with the local Law and rules, not mis-representing the truth
- justice: being fair and just, refusing to take unfair advantage,

- respect: privacy of others' information, ownership of others' property and information, other people and environment.
- openness: acceptance of the monitoring of computer use.
- integrity: making informed decisions based on accepted standards.

The College accepts that there are many uses and ways in which ICT equipment and systems can be used that are counter to these principles above, and that along with parents, the College has a duty to challenge these uses and educate young people in suitable ethical use of ICT equipment and systems.

In order to assist this education about ethical use of ICT equipment and systems, mis-use has been divided into three categories: minor, serious and severe.

Minor offences against this policy are deemed to have occurred when ICT equipment has been *thoughtlessly* used and inappropriate material has been displayed or stored; or when activity in the vicinity of ICT equipment has increased the risk of damage to, or damaged, the equipment.

Serious offences are deemed to have occurred when ICT equipment has been *purposefully* used to display or store offensive material; or activity using ICT equipment has caused inconvenience or (possible) harm to people, or increased risk to a person or ICT system.

Severe offences are deemed to have occurred when ICT equipment has been used in *illegal* activities such as those that deny service to others; misrepresent the truth; alter or destroy the work of others; involve theft or fraud; or involve unauthorised access to systems.

Each category of mis-use has particular consequences and involves the student undertaking remedial work on ethical decision making in the ICT field.

Infringement	Example	Possible Consequences	Process
Minor infringement	<p><i>Principle: –“thoughtless use of equipment occasioning: display or storage of inappropriate material; or increased risk of damage”</i></p> <ul style="list-style-type: none"> • Storage of material that is large and non-curriculum related. • Accessing inappropriate or offensive web sites. • Computer games. • Inappropriate treatment of equipment • Minor copyright infringement (less than 3 items of non curriculum related copyrighted items) 	1 st offence – Warning	Staff member witnessing action issues warning.
		<p>2nd offence – Detention and up to 1 month suspension of computer account.</p> <p>Remission of suspension time may be earned by satisfactory completion of training course in ethical decision making.</p> <p>Repeated – escalation to Serious infringement.</p>	<p>HoF and eLC are notified. HoF notifies student and HH. HoF and HH interview student. eLC consulted for penalty and record keeping.</p> <p>Relevant parties are notified of outcomes by HoF:</p> <ul style="list-style-type: none"> • notifier, • Tutor • DP(L&T), DP (PC) • Parents • Teachers of the student
Serious infringement	<p><i>Principle: –“use of equipment occasioning: display or storage of offensive materials; inconvenience or harm to self or others; or increased risk to person or system”</i></p> <ul style="list-style-type: none"> • Viewing or storing pornographic material. • Publishing of rude, offensive, or harassing material, either internally or externally to the college. • Harassing others by use of email systems • Attempting to bypass website screening systems (anonymous proxy or web unblockers). • Major copyright infringement (3 or more items of non curriculum related copyrighted items) 	<p>Suspension of account (up to 3 months) and Detention.</p> <p>Remission of suspension time may be earned by satisfactory completion of training course in ethical decision making.</p> <p>Repeated offences- escalation to Severe Infringement</p>	<p>HoF and eLC are notified. HoF notifies student and HH. HoF and HH interview student, in the company of student’s parents, as appropriate. eLC issues penalty and does record keeping.</p> <p>Relevant parties are notified of outcomes by HoF:</p> <ul style="list-style-type: none"> • notifier, • Tutor • DP(L&T), DP (PC) • Parents • Teachers of the student
Severe infringement	<p><i>Principle: –“use of equipment occasioning: activities that deny service to others; misrepresentation of the truth; alteration or destruction of the work of others; theft or fraud; or unauthorised access to systems”</i></p> <ul style="list-style-type: none"> • E-mail bombing. • Malicious / destructive activities. • Hacking. Logging in to another user’s account, or using their password. • Plagiarism. • Piracy. <p>(Any offence against the State Criminal Code)</p>	<p>Suspension of account (up to 6 months) and Detention.</p> <p>Remission of suspension time may be earned by satisfactory completion of training course in ethical decision making.</p> <p>Repeated offences- Whole year suspension of account and suspension from school.</p>	<p>eLC is notified. eLC notifies student and HH, HoF. eLC interviews student. eLearning Coordinator and Deputy Principal (Learning & Teaching) or Deputy Principal (Pastoral Care) interview student in the company of student’s parents. eLearning Coordinator consulted re penalty and record keeping.</p> <p>Relevant parties are notified of outcomes by DP:</p> <ul style="list-style-type: none"> • notifier, • Tutor • DP(L&T), DP (PC) • Parents • Teachers of the student

* This policy applies to all ICT equipment and systems used at the College, whether such equipment or systems are privately owned, or owned by the College.

** Where a student’s access account is suspended for mis-use under this policy, that student loses access to eMail, eLocker, ePortfolio and internet. The student may still use a computer at the College, use relevant computer software and access the College courseware management system (StudyWiz). All classwork created on a computer under these conditions must be saved to USB memory devices.

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