



ELECTRONIC MEDIA POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

RATIONALE:

At Trinity College Colac, the computer systems, including the e-mail, internet, intranet, facsimile, telephone (voice mail, SMS, MMS) and photocopying, are the school's property even where access is gained from a personal or home computer. As new tools and resources become available, their use is also covered by this policy.

The provision of Information Communication Technology (ICT) systems by Trinity College Colac is to improve and enhance learning and teaching and conduct of the business and functions of the school. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in a purposeful, responsible and ethical manner that is consistent with Catholic values.

Our College allows access to and the use of e-mail, internet, intranet, facsimile, telephone (voice mail, SMS, MMS) and photocopying for legitimate work and education related purposes by the school community. This policy contains the school's requirements in regard to the use of these systems.

SCRIPTURAL CONTEXT:

I may be able to speak the languages of humanity and even of angels but if I have no love my speech is no more than a noisy gong and a clanging bell. (Corinthians 1 13:1)

POLICY STATEMENT:

Trinity College Colac will ensure the use of electronic media, including but not limited to email, internet, intranet, facsimile, phone, social media (where approved) and photocopying is appropriate and lawful. The school will ensure that a cyber-safety program is in place to educate students and the school community.

POLICY GUIDELINES:

GUIDELINE INDICATORS:

<p>Access to the College's Electronic Media Access to the Trinity College Colac electronic media resources are a privilege not a right.</p>	<ul style="list-style-type: none"> • Access to Trinity College Colac's electronic media systems is limited to users who have read and agree to adhere to this policy, having signed the College ICT User Agreement. • Users must comply with this policy and if the College considers that a user has in any way failed to comply, it may immediately remove access to any part of the School's electronic media; audit and view all material viewed, sent to and from electronic media and take disciplinary measure as appropriate.
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<p>Appropriate use of Electronic Media. All forms of electronic media and communication must be used appropriately. Inappropriate use will not be tolerated in the College community and disciplinary action may result from inappropriate use. Forms of electronic media and communication include:</p> <ul style="list-style-type: none"> • E-mail • Internet / Intranet • Facsimile • Photocopying • Telephone <ul style="list-style-type: none"> ○ Voice Mail ○ SMS ○ MMS • Messaging of any type from a device. • Posts on any social media site <p>Personal Use of College’s Electronic Media. Limited and occasional personal use of the College’s electronic media system is acceptable.</p> <p>Monitoring Electronic Media Use. All use of electronic media will be monitored.</p> <p>Responsibilities All electronic media users are personally responsible for complying with this policy.</p>	<ul style="list-style-type: none"> • Students and staff are to be made aware of this policy. • The ICT User Agreement will be printed annually in the Student Diary (or alternative). • People using the College’s electronic media facilities must use them for appropriate purposes only; and must not access, view, download, copy, print, disseminate, broadcast or post any material that may be considered inappropriate. • The determination of appropriate / inappropriate use is at the absolute discretion of the Principal, with internet and e-mail use guidelines. Such determinations will be made available to the College community. If a computer user receives an inappropriate message or attachment via electronic communication, he or she must advise a member of Leadership (Staff member) or relevant Year Level Coordinator (Student). • Users should check that any files downloaded into the College network are free of virus’. • The College will subscribe to relevant Anti-Virus (Malware)software. • “All Staff” and “All Teaching staff” email groups are to be limited to educational and wellbeing issues. • Permission is to be sought from the Principal prior to an email being sent to all students of the College. • If users are unable to update anti virus/malware software they are to contact the relevant College personnel. • Use of the College’s electronic media must not interfere with the user’s work obligations. • Any costs associated with personal use of the College’s electronic media may be recouped from the user. • Electronic communications and attachments stored on the College’s equipment, whether for College or personal use, may be viewed by the College. • All e-mail, internet and facsimile transactions and other communications will be monitored and/or intercepted by authorised College personnel and will be referred to relevant law enforcement agencies if appropriate. • The College will subscribe to relevant filtering” software. • The College will review annually the ICT User Agreement for students. • The College will develop and review annually an ICT User Agreements for staff. • All users are to be made aware of, understand and comply with this policy and sign the relevant ICT User Agreement. • All users are to be made aware of potential Copyright infringements. Uploading, downloading or storage of
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	<p>commercial software, games, music and/or videos or other intellectual property in violation of its copyright is strictly prohibited.</p> <ul style="list-style-type: none"> • Electronic Media is not to be used for the purpose of harassment. • Digital communication is not a secure means of communication. While every attempt is made to ensure the security of the school's ICT systems, users must be aware that this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication. • Digital media must not be used for the purposes of harassment and bullying. It must not be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender, or any other attribute described under any State or Federal anti-discrimination legislation <ul style="list-style-type: none"> ○ Age Discrimination Act 2004 ○ Australian Human Rights Commission Act 1986 ○ Disability Discrimination Act 1992 ○ Racial Discrimination Act 1975 ○ Sex Discrimination Act 1984 ○ Equal Opportunity Act 2010 (Victoria) ○ Crimes Amendment (Bullying) Act 2011
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REFLECTIVE MATERIALS:

Trinity College Vision and Mission Statements,
Trinity College Anti-Harrasment and Anti-Bullying Policy.
Trinity College Behaviour Management Policy.
DEECD Learning Online resources
ICON information on CEVN

Board Chairman: Anne Ditty
Ratification: 13th September, 2016
Date of next review: September 2019.