



POLICY STATEMENT

As an international leader of holistic learning and teaching, Methodist Ladies' College (MLC) provides Information and Learning Technologies (ILT) that include hardware, software, communication services, human resource services, training and support for all members of the College community.

The College places a high priority on providing ILT resources (fixed and mobile devices, as well as infrastructure) and access to on-premise and cloud-based services (such as Learning Management Systems (LMS), educational resources and internet access) that facilitate student learning outcomes and the effective operation of the College.

It is important to recognise that these technologies (some provided partly or wholly by the College and some privately owned by staff, students and other members of the College community) can also facilitate publication and distribution of anti-social, inappropriate, and illegal material.

The College has the dual responsibility of maximising the benefits of using these technologies, while at the same time minimising and managing the risks.

The College may, from time to time, review and update this policy to take into account new laws and technologies, changes to the College's operations and practices, and to make sure it remains appropriate to the changing College environment.

AIM

1. To comply with legislative requirements.
2. To encourage a safe, trusting environment focused on offering students and staff a full range of learning strategies.
3. To provide clear guidelines on appropriate use of learning technology tools and resources.
4. To outline consequences for inappropriate use of learning technology tools and resources.

DEFINITION

Resources - The term "resources" includes, but is not limited to, network connectivity, internet access, printers, projectors and TVs (wired and wireless), telephone handsets, College-owned mobile phones, desktops, laptops and tablets.

POLICY

1. No individual may use the College ILT resources unless the Acceptable Use Agreement (use agreement) has been read by them, signed and returned to the College. Use agreements apply to the use of privately-owned, leased ILT devices and equipment on the College site or at/for any College-related activity, regardless of its location. This includes off-site access to the College network from College or privately-owned or leased equipment.
2. Methodist Ladies' College use agreements cover all employees, all students, and any



other individuals authorised to use the College ILT resources, such as pre-service teachers, external tutors and providers, contractors and other special visitors to the College.

3. All users are responsible for legal, financial and other obligations resulting from their use of any College ILT services.
4. The College requires that only appropriate and legally acquired software is installed or downloaded onto computers or mobile devices that are provided for use by students and staff.
5. Users should be conservative with network downloads and only download data associated with their work or study at the College.
6. The ILT Manager and appropriate College Leadership Team members (or their delegates) may check computers or mobile devices connected to the MLC network, any storage devices, internet usage logs, email and other communication mediums at any time to ensure the spirit and intent of this policy is upheld.
7. The College may at any time limit, suspend or terminate network, internet or email access if a breach of this policy is suspected.
8. All reasonable care must be taken when using, transporting and storing College ILT resources.
9. Users must report any malfunctions or damage to any ILT resource to a member of the ILT team.
10. In the case of damage to an ILT resource beyond 'normal wear and tear', payment of the insurance excess, cost of repair, or the full cost for replacement of the item may be required from staff, students or parents as determined by the Director of Corporate Services.

Digital Citizenship

Access to the College network, including the internet, email and printing, is a privilege and continued access depends on respect for College policies and care of the equipment. All users are reminded that:

1. At no time should any user represent himself or herself as someone else, share their log in details with another person, or log on to a device or MLC service as another person.
2. Electronic communication between students, staff and parents should be conducted via College provided services only (MLC email account, SMS, MLC Portal, Microsoft Teams), not via social media or personal phones.
3. Online communication must be courteous and respect the privacy and dignity of others.
4. Users will only access suitable, inoffensive and legal material.
5. Users will respect the privacy and intellectual property of MLC community members and MLC resources.
6. Video and photographs may only be taken or distributed with the express permission of the subject, and must not be displayed publicly or circulated without permission of the Communications and Engagement Team.
7. Inappropriate use of the network, internet, email, Microsoft Teams or other communication mediums, including social networking sites, may result in disciplinary action.