



CORPUS CHRISTI COLLEGE

SEQUERE DOMINUM

**CORPUS CHRISTI COLLEGE
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) USE FOR STUDENTS
PROCEDURE**

1. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on College and privately owned ICT being used on the College site, including emails, are the property of – and are therefore subject to monitoring – by the College.
2. ICT is provided to students as a tool to support learning and must be used in accordance with these procedures.
3. Parents/guardians must be informed about the use of ICT procedures and must assist the College in facilitating its implementation.
4. Acceptable use of ICT includes, but is not limited to:
 - gathering, organising, creating and sharing appropriate information for educational or related purposes;
 - collaborative projects and resource sharing; and
 - any other tasks that are for class or curriculum-related purposes or that support and promote the College and its ideals.
5. Unacceptable use of ICT includes, but is not limited to:
 - accessing networks without proper authorisation;
 - transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive*;
 - unauthorised disclosing or communicating of information concerning any password, identifying code or other confidential information without permission;
 - interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form and using the network to make unauthorised entry to any other machine accessible via the College network (i.e. 'hacking');
 - contacting or communicating with staff or community members for reasons other than educational purposes. This includes attempting to 'link', 'follow' or become 'friends' on social networks;
 - bypassing the systems that have been put in place by the College to protect students by using a Virtual Private Network (VPN), tunnelling or personal hotspot;
 - transmitting or deliberately accessing, creating and/or receiving photographs or recordings of a staff, student or community member without consent;
 - breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property;
 - using College network and/or equipment to conduct private business for commercial gain or promote material unrelated to the College or CEWA Ltd.
6. Unlawful use includes, but is not limited to:
 - defaming a person or an organisation using ICT;
 - infringing copyright laws, i.e. reproduction and/or adaptation of copyrighted material by downloading and further disseminating the material;
 - use of ICT in a way that could constitute sexual discrimination or sexual

harassment;

- storing, displaying, creating or sending sexually offensive material;
- taking, keeping, sending or asking for an intimate image of a person under the age of 18 (including a student taking a photo of themselves);
- distributing an intimate image of a person of any age without their consent (n.b. persons under 16 cannot legally consent), or threatening to do so;
- students communicating with or contacting staff on a personal level via written or electronic means without a valid context. This includes attempting to 'link', 'follow' or become 'friends' on social networks;
- use of ICT that could constitute cyber bullying;
- use of ICT in a way that is discriminatory on the basis of, for example, race, sex, gender, disability or age;
- undertaking activities which breach State or Commonwealth legislation; and
- impersonating staff, students or community members through any electronic means.

7. Unacceptable and/or unlawful use of ICT constitutes a serious breach of College rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions, which may include suspension or exclusion. Unlawful and/or serious misuse of ICT may result in the College involving the police or other government agencies.

8. All members of the school community must follow the College's Email Communication Protocols – see attached.

Authorised by:	Frank Italiano, Principal	Date:	11 June 2021
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Email Communication Protocols

1. College email is to be used only for the purpose of communicating about school work. Any communication sent via the College infrastructure or College devices is the property of the College and may be subject to scrutiny. Be aware and watch what is said because every message represents both you and the College.
2. College email protocols ensure the effective and professional use of email communication between staff, students and community members.
3. Users of College email must always communicate with integrity and respect.
4. Students should endeavor to respond to emails within 48 hours when possible.
5. These protocols apply to all electronic communication including instant messaging and online feedback systems used by the College such as SEQTA and Microsoft Teams.
6. Be polite and professional in your written communication. All emails should include a greeting and salutation, and identify yourself at the beginning of the email.
7. Emails are not the appropriate form of communicating complex or emotive information. The preferred communication form in these instances is face-to-face explanations, so please make contact by phone or set a person-to-person meeting. If in doubt, save the email as a draft and re-read the following day before sending it. Research has shown we default to a negative interpretation of others' words when we don't have their tone of voice or body language to make their meaning clear.
8. The subject line must summarise the content of the communication. Make the subject line summarise the body of the email. Ask yourself, 'will the recipient(s) know what this e-mail is about'? For example, instead of *Subject: Exam*, say *Subject: Location of Year 12 Physics Exam, 23 June 17*.
9. Don't assume the recipient knows the background. Include enough contextual information at the beginning of the email for the recipient to know what the matter is about. If in doubt, put background information in. For example, don't say, "Can I have an extension for my assignment?" Instead say, "I refer to the English assignment that I handed in late. I was ill and have a doctor's certificate. May I ask for an extension on the basis that I was too ill to do it on time?"
10. Separate topics require separate emails.
11. Keep it concise. Keep messages brief and to the point, but not so brief that it causes the problem outlined in the previous point. This includes deleting any irrelevant text when an email has been back and forth several times. No-one wants to scroll down through pages of text in order to reach the message they want to read. However, if deleting that text will lose the sense of the email then leave it in.
12. Acknowledge emails received. If an email will take a little while to prepare a response then send a brief acknowledgement email (less than two minutes) to let your correspondent know you have received their email and when you are likely to respond.
13. Allow time for a reply. Email messages are not usually required to be answered immediately. Community members sending emails after 8:00pm or before 8:00am should not expect a response in that time. Before sending a reminder, allow some time for a response, sometimes even a few days if the response requires follow-up or research. It is not expected that everyone is online 24 hours a day.
14. Use the Bcc field when sending bulk email. If you're sending email to a whole list of

people, put their email addresses in the Bcc field. That way, the privacy of the recipient is respected, and spammers cannot harvest the email addresses.

15. Don't shout at people or threaten them. Don't use all capital letters, (UPPERCASE), or oversized fonts. The reader will likely feel they are being shouted at, or even threatened. If you must use UPPERCASE, use it very sparingly and only to emphasise a particularly important point. Ask yourself, "If I was talking to the recipient face to face, would I be raising my voice to them?" One way to add emphasis is to enclose the word/phrase with an asterisk, for example "It is *important* not to shout at people by using UPPERCASE". Large sized fonts (greater than 12) are useful for people with visual impairment, but are not appropriate for general use.
16. Avoid angry outbursts. Don't send or reply to email when you are angry. Wait until you have calmed down, then compose the email. Once written and sent, it can't be recalled. Angry or intemperate email has a way of rebounding on the sender. As a guide, ask yourself, "Would I say this to the person's face?"
17. Use correct punctuation, spelling and grammar. One exclamation point is just as effective as five !!!!! Please use correct spelling and grammar as with any written message.
18. Lay out the message with readability in mind. Use spaces and breaks between paragraphs and long sentences to make it easier on the reader.
19. Keep the thread. When replying to an email, use the reply option on the sidebar in your mail. This will keep the message in the "thread", and make it easier for the recipient to follow.
20. Don't 'Reply All' unless necessary. Think twice about sending a reply to everyone. Perhaps only selected people need to see this email. Sending it to everyone may simply be contributing to an already cluttered inbox.
21. Acronyms, abbreviations, and emoticons are fine within reason. As long as you don't overdo it, and the recipients can reasonably be expected to know what they mean, acronyms and abbreviations are okay to use in email. Emoticons are good when used in context. As a general rule, you probably shouldn't use them when talking to someone in authority unless you're sure.
22. Don't forget attachments. If the reason for sending an email is to send a file, remember to include it. One strategy is to attach the file before writing the email.
23. Be mindful of sharing large files. Avoid sending file attachments larger than a megabyte unless it is directly necessary (like large work-related documents, spreadsheets and/or presentations). Most of the time, such attachments end up clogging mail servers and inboxes much to the annoyance of systems administrators.
24. Don't be over-familiar with the recipient. Many people are offended by strangers being over-familiar. As a rule, use the title or form of address that you would use in verbal communication.
25. Email is not confidential. It is so easy for the contents of your email to be read by others without your knowledge. Every email sent and received is scanned for certain words that are 'deemed unacceptable'. Email with 'unacceptable' content is quarantined, and a record is kept. Students and Staff are required to sign an 'acceptable use' contract as a condition of their having an email account.
26. The use of electronic communications for sending unsolicited commercial electronic messages or chain letters is strictly prohibited.

27. Avoid marking an email 'high priority' when it is really 'normal' priority.