

## INFORMATION TECHNOLOGY POLICY

### Purpose

This policy recognises that new technologies create new futures and opportunities for students and staff to engage in an enriched curriculum, and further that information available through information technology systems is one of the primary resources of any education institution. The policy is designed to guide Damascus College's use and uptake of technology.

### Scope

This policy applies to all staff and students at Damascus College.

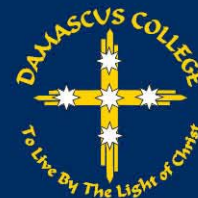
### Definitions

**Information Technology** is to be understood as all that concerns computer generated information systems and all equipment associated with the use of those systems.

### Policy Statement

It is the policy of this College that:

- the provision of resources and equality of access to technology are recognised by Damascus College as social justice issues;
- in the provision of a quality education to students, Damascus acknowledges the importance to maximise the use of Information Technology by ensuring that forms of technology utilised by Damascus are upgraded from time to time as required;
- staff and students at Damascus will have ready access at all reasonable times to those elements of information technology that the Principal considers important to the management and educational needs of the Damascus community;
- the installation of new, and the upgrading of old elements of information technology will be determined having due regard to the availability of financial resources by the Principal and/or the College Board;
- the College will utilise information technology to enrich the learning environment by providing access to fast, accurate and up to date information, and the administrative environment by maintaining an efficient information management system;
- in the use of information technology, and especially in regard to data contained within information systems, an individual's right to privacy shall be respected and protected;
- all users of Damascus College Information Technology systems will be subject to guidelines governing acceptable usage and may be required to sign an Internet and Network Access Agreement;
- in using the information systems all copyright, commercial and other legal requirements must be adhered to and complied with at all times by the staff and students;
- the College will provide regular opportunities for all staff and students to further their information technology skills;
- when formulating the curriculum of the College it is not to be assumed that each student or member of staff has access to information systems outside of the College; and
- computers and computer systems, including the email, internet and intranet, are the school's property even where access is gained from a personal or home computer.



### **Consequences**

Students and staff at Damascus will be provided through the use of information technology systems an ability to engage in an enriched curriculum.

### **Responsibilities**

The administration and implementation of this policy is the responsibility of the Principal in conjunction with the Information Technology Committee as deemed necessary by the Principal.

All information technology users at Damascus College are personally responsible for complying with this policy.

### **Legislative Context**

Occupational Health and Safety Act 2004 (as amended).  
Privacy Act

### **Associated Documents**

Damascus College Vision and Mission Statements  
Damascus College Privacy Policy  
Damascus College Internet and Network Access Agreement  
Damascus College Anti-Bullying & Anti-Harassment Policy  
CECV Guidelines for email and internet use by staff in Catholic schools