

1. Purpose

At My College, Information and Communication Technologies (ICT) are an essential part of supporting student learning, communication, and engagement. The purpose of this policy is to provide guidance to students on the safe, responsible, and ethical use of digital technologies, in a manner that reflects the College's Islamic values, child safety commitments, and educational mission.

Definitions

- **ICT Resources:** Includes desktop and laptop computers, tablets, mobile phones, email systems, internet access, school networks, cloud storage, messaging apps, social media platforms, cameras, webcams, recording devices, file sharing, and collaborative tools.
- **Acceptable Use:** Use of ICT resources in a safe, responsible, lawful, and respectful manner consistent with College policies and Islamic values.

2. Scope

This policy applies to all students and families when using My College's ICT systems, devices, platforms, and networks, whether on-site or during off-site learning activities, including excursions and camps.

3. Acceptable Use

Students must:

- Use College ICT systems and devices for learning and educational purposes only.
- Follow the Student ICT Use Agreement and the Student Wellbeing and Behaviour Policy at all times.
- Protect the privacy, dignity, and safety of themselves and others when using technology.
- Refrain from accessing, creating, storing, or sharing inappropriate, offensive, or illegal material.
- Refrain from cyberbullying, harassment, or recording others without explicit permission.
- Take full responsibility for any personal devices brought to school. My College is not liable for the loss, damage, or theft of personal devices.

Privacy, Monitoring, and Data Security

- All activity on school ICT systems, including browsing, emails, file storage, and communications, may be monitored and reviewed by authorised school personnel.
- Students must protect their login credentials and not share passwords with others.
- Any unauthorised access, breaches, or concerns must be reported immediately to a trusted staff member.
- All data and communications on school systems remain the property of My College and must be used appropriately.

CCTV Use

- My College utilises CCTV systems to support the safety, security, and wellbeing of students, staff, and visitors.
- CCTV footage may be accessed by authorised leadership personnel to investigate incidents, monitor compliance with school policies, and protect the community.
- Footage may be used as evidence in internal investigations and, where required by law, shared with relevant external authorities.
- CCTV recordings are securely managed and accessed only by authorised staff.

Student Images and Online Presence

- Photographs, videos, and digital recordings of students are considered personal information protected by privacy laws.
- Parental consent for the use of student images is obtained upon enrolment and recorded in the College system.
- My College will strictly adhere to parental consent when collecting, using, or publishing student images or recordings.
- Students must respect the privacy of others and must not record, photograph, or share images, videos, or recordings of students or staff without explicit permission and College approval.
- Student images must always be used respectfully, securely, and in accordance with the College's Islamic values.
- Additional consent may be sought for specific events, media, or promotional uses where appropriate.

Consequences of Breaches

Breaches of this policy may result in consequences including:

- Loss of access to school ICT systems or devices.
- Suspension of internet, email, or printing privileges.
- Disciplinary action in accordance with the Student Wellbeing and Behaviour Policy.
- In serious cases, suspension or expulsion, and referral to external authorities if necessary.

All breaches relating to student safety will be managed in accordance with the Child Safety and Wellbeing Policy and Ministerial Order 1359 reporting obligations. Implementation and Communication:

- Students will receive education on safe and responsible ICT use through the curriculum.
- This policy will be communicated through the Student Handbook, the College website, and regular parent and student communications.
- Information sessions and workshops will be offered to support student understanding of their digital responsibilities.
- Students are encouraged to speak to a trusted staff member if they experience or witness any unsafe, inappropriate, or concerning use of technology.

Guidance from Islamic Values

Students are expected to uphold Islamic values when using digital technologies. They should act with honesty, responsibility, respect, and self-awareness, remembering that Allah ﷻ sees all actions, including those conducted in the online environment. Use of technology must reflect the principles of dignity, privacy, and trust.

4.Roles & Responsibilities

- a) Teachers will take a proactive role in educating and supervising students.
- b) The Principal will oversee the implementation and compliance of this policy.

5.Communication

This policy will be provided to students and families via the school website.

6.Policy Review

Approved by: Principal and School Board, April 2025
Next review: April 2027