



Information and Communication Technology (ICT) Policy

Section A

1. Information and Communication Technology

- 1.1 Information and Communication Technology (ICT) encompasses a wide array of electronic devices and applications designed to facilitate the communication, creation, dissemination, storage, and management of various forms of information, including text, images, audio, and video. This expansive category includes:
- Personal computers and laptops
 - Mobile devices such as mobile phones, tablets, and wearable technology (e.g., smartwatches and fitness trackers)
 - Applications, spanning email and internet utilities
 - Web-based tools, encompassing social networking sites, chat rooms, blogs, podcasts, and instant messaging systems
 - Imaging tools, such as video, still, or web cameras, alongside their associated software
 - Audio tools, including audio recording devices and their accompanying software
 - Scanning and copying machines
- 1.2 It's essential to recognize that ICT has the potential to give rise to potentially hazardous situations when used inappropriately and/or illegally. Users must exercise caution and responsibility in their utilization of ICT to mitigate risks and promote safe and ethical practices.

2. ICT Policy Acknowledge Education (Stott's College)

- 2.1 Acknowledge Education is committed to responsible ICT use, and to the protection of students through the provision of secure access to accommodate their learning experiences.
- 2.2 ICT use at Acknowledge Education is managed through a 'whole school community approach' involving all members of the AE community, including students, families, guardians, and staff.
- 2.3 Primary contact between Acknowledge Education and the student will be conducted through the school issued AE email to the student.
- 2.4 There must at all times be appropriate use of ICT.
- 2.5 Staff must be active role models for the appropriate use of ICT at all times.
- 2.6 All ICT strategies within Acknowledge Education are implemented on a continuous basis.
- 2.7 The ICT policy is reviewed on an annual basis for best practice.

3. Misuse of ICT

- 3.1 Students at Acknowledge Education are expected to behave appropriately and consistently with the schools Student Code of Conduct.
- 3.2 When a student acts in a breach of conduct standards through behaviours that include but are not limited to cyberbullying, harassment, threatening or intimidation, or viewing, posting, sharing inappropriate or unlawful content, Acknowledge Education will process with a staged response consistent with our behaviour management policies. This will include:
- Revocation of network access privileges

- Suspension of email privileges
- Suspension of internet access privileges
- Suspension of printing privileges
- Implementation of additional consequences specified within the school's Behaviour Management Policy

4. Personal Devices at Acknowledge Education

- 4.1 Acknowledge Education is a Bring Your Own Device (BYOD) program.
- 4.2 All classes at Acknowledge Education are designed to be delivered through the use of laptop computers.
- 4.3 Students are invited to bring their own laptop to classes everyday for different learning activities.
- 4.4 Students must ensure that their laptops:
 - Laptop must have the ability to run either OSX or Microsoft Windows
 - Have at least 4GB of RAM
 - Have at least 128GB of storage
 - I3 processor or greater (or equivalent)
 - Screen of at least 12 inches or more
 - Battery life must be 4 hours or more

5. Social Media Use

- 5.1 Social media use at Acknowledge Education may be used by staff to enhance the student learning experience.
- 5.2 The use of social media must be planned, be reflected in all appropriate curriculum documents, and be approved by the school principal or their nominees.
- 5.3 Staff and student use of social media at Acknowledge Education must be in line with legislation, professional, personal, competency and conduct, as expected of AE community members.
- 5.4 Any posting of student photographs, videos, or other images on school-controlled social media must be conducted in accordance with the school's Privacy Policy, Department of Education guidelines, and Victorian privacy laws. Parental or carer consent must be obtained prior to any such publication, and consent may be withdrawn at any time in writing, in which case the school will cease further postings of the student's images.
- 5.5 Staff and students must not 'connect' on social media from a personal social media account, under their own name, or otherwise, unless it is objectively appropriate where the students and staff member are family related.

Document Information

Document Name	Information and Communication Technology (ICT) Policy
Document Number	VCE-POL-13
Purpose	to establish clear expectations for the safe, responsible, and appropriate use of ICT resources by staff and students at Stott's College in order to support learning, protect students, and ensure compliance with legal, ethical, and institutional standards.
Audience	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Category	Learning Environment
Subcategory	Student Health and Safety
Approval Date	18/12/2025
Effective Date	18/12/2025

Last date of endorsement	18/12/2025
Next Review Date	18/12/2027
Policy Advisor	Head of School, Head of Quality and Risk
Approving Authority	Board of Directors

9.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.



Appendix 1

Acceptable Use Agreement: Student Declaration

The Acknowledge Education ICT Policy and User Agreement applies in various contexts, including school activities, excursions, camps, and extra-curricular events. The User Agreement is required to be completed and submitted to the school along with the initial enrollment documents.

Regarding this User Agreement

This document serves as a resource for the school community to gain insight into the network policy pertaining to the Acknowledge Education Network Student Code of Conduct, BYOD policy, and other digital technologies. Parents/guardians and students are encouraged to review this booklet carefully before endorsing the User Agreement and Permission forms.

USER AGREEMENT AND CONSENT FORM

As an Acknowledge Education Network user, I hereby commit to adhering to the Network Student Code of Conduct and BYOD policy. I pledge to utilize the network and its equipment responsibly, employ ethical and best user practices, and uphold all applicable laws and constraints. I acknowledge that any violation of these terms may result in the suspension or revocation of Network Access and BYOD privileges, in addition to other potential consequences as determined appropriate by the college.

Student's Name: _____

Grade/Year Level: _____

Signature: _____ Date: _____

In my capacity as the parent or legal guardian of the aforementioned user, I grant authorization for my child to access the Acknowledge Education Network and utilize its provided services, including electronic mail, internet, and intranet access. I have meticulously reviewed the Acknowledge Education Network Student Code of Conduct and BYOD Policy, and I recognize that users may be held accountable for any violations of these policies. I also acknowledge that certain internet materials may be objectionable, and I accept the responsibility of guiding my child's internet usage when selecting, sharing, or exploring information. I understand that any breach of these conditions may result in the suspension or revocation of Network Access and BYOD privileges, along with other potential consequences as deemed suitable by the college.

Parent's Signature: _____ Date: _____

PLEASE SUBMIT THIS DOCUMENT TO THE COLLEGE ALONG WITH YOUR ENROLLMENT FORMS AFTER MAKING A PHOTOCOPY FOR YOUR RECORDS.