**"Serve Him in Others"**

# ST JOSEPH'S COLLEGE

## *INFORMATION TECHNOLOGIES POLICY*

**Policy Statement**:
St Joseph's College provides staff and students with information technologies which facilitate education, innovation, communication and resource sharing.

**Gospel Values which are linked to this Policy**:
Truth, respect for others, community, responsibility, service, learning, and care.

**Rationale**:
The policy refers to appropriate use of information technology to aid students and staff in learning and communicating in a moral and legal way.

**Definition**:
The policy governs all computing and communication systems involving hardware, software, internet and email services provided by the College.

**Consequences**:
- Students will be given opportunities to access information technology in various forms to benefit them in their education.
- Staff will be able to access information technology in various forms to aid them in their role as educators and learners.
- Use of IT is to be consistent with the ethos of the College.
- Staff must be conscious that they represent the College and that all email communications should reflect the teachings of the College.
- The College will undertake to backup data to meet operational requirements.

**Procedures**:
- Use of IT facilities will only be for educational purposes.
- The College Principal and/or CEO has full authority to access IT information if it is deemed the College, staff or students are at risk and are legally obligated to do so in each circumstance.

*(March 2014)*
*(Review – March 2015)*