

Avalon College

ICT & DEVICE USE POLICY

1. Purpose

This policy outlines the appropriate use of Information and Communication Technology (ICT) and electronic devices by students at Avalon College. It ensures that digital technology use supports learning while promoting safety, responsibility and a distraction-free environment in accordance with our child safety obligations.

2. Scope

This policy applies to:

- All Avalon College students, including boarders.
 - All use of school-provided ICT resources, personal electronic devices and internet access.
 - Use during academic hours and boarding supervision times.
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3. Guiding Principles

- ICT is a valuable educational resource when used responsibly and purposefully.
 - Digital environments must be safe, respectful and free from harm or distraction.
 - All device use must comply with Avalon College's Child Safe Standards and Codes of Conduct.
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4. School-Provided Devices

Students must:

- Only use devices under staff supervision.
 - Not change system settings or access/interfere with others' files.
 - Not eat or drink while using school laptops.
 - Use school laptops strictly for learning — not for gaming, entertainment, social media or messaging.
 - Not attempt bypass security or filtering systems or install unauthorised programs.
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5. Personal Devices

- Personal devices (phones, tablets, smartwatches capable of communication) must not be used during school hours.
- All personal devices must be handed in to staff each evening before bedtime and stored securely.
- Devices are returned after school but may not be used during:
 - Afternoon activities
 - Meals
 - Supervised study sessions
 - Homework periods
- Device use during boarding free time may be limited at staff discretion.

6. Internet and Network Usage

Students must:

- Use the internet for educational purposes only during school hours.
- Not access, download, or distribute:
 - Inappropriate, offensive or illegal content
 - Pornographic, violent, hateful, extremist or discriminatory material
- Not use personal hotspots or unauthorised networks.
- Never engage in accessing, creating or distributing pornographic, violent, hateful or extremist content.
- Never engage in grooming, sexting or inappropriate online contact.
- Never use VPNs, anonymous browsers or tools to bypass college filters.

7. Privacy and Safety

- Personal information must never be shared online.
- ICT must not be used to bully, harass or harm others, this is a breach of the **Anti-Bullying and Harassment Policy (Ac-WEL-002)**
- Any misuse or concerning behaviour must be reported to a staff member immediately.
- Inappropriate online behaviour—including grooming, sexualised communication, bullying or harassment—will be treated as a breach of both this policy and the **Child Safety Code of Conduct (AC-CSP-002)**.

8. Breaches and Consequences

Consequences may include:

- Confiscation of devices.
- Suspension of ICT privileges.
- Disciplinary action under the **Student Code of Conduct (AC-WEL-001)**.

Serious or repeated breaches will:

- Be escalated to the Managing Director.
- Be communicated with parents or guardians.

Mandatory Reporting:

If the behaviour raises a child safety concern:

- Complete the **Child Safety Concern Form (AC-CSP-008)**.
- Notify the **Child Safety Officer** or **Managing Director** immediately.
- Serious matters (e.g. grooming, abuse, illegal content) will be reported to:
 - Victoria Police
 - Department of Families, Fairness and Housing (DFFH)
 - Commission for Children and Young People (CCYP)

9. Related Documents

- **Student Code of Conduct (AC-WEL-001)**
- **Anti-Bullying and Harassment Policy (AC-WEL-002)**
- **Child Safety & Wellbeing Policy (AC-CSP-001)**
- **Complaints & Grievances Policy (AB-GOV-010)**
- **Child Safety Concern Form (AC-CSP-008)**

10. Student Agreement

I acknowledge that I have read and understood the Avalon College ICT & Device Use Policy.

I agree to:

- Use school laptops for learning only, during school hours.
- Not change settings or access other students' files.
- Not eat or drink while using devices.
- Hand in all personal electronic devices before bedtime.
- Refrain from using devices during afternoon activities, meals or supervised sessions.
- Use the internet only for educational purposes.
- Never access unsafe or inappropriate content.
- Not use personal hotspots or unauthorised networks.
- Report any concerns or misuse to a staff member.
- Accept the consequences for any breach of this policy.

Student Declaration

Student Name: _____

Signature: _____

Date: _____

Parent/Guardian Acknowledgement *(Optional for younger students)*

I have read the Avalon College ICT & Device Use Policy and support the school's expectations for safe and responsible technology use.

Parent/Guardian Name: _____

Signature: _____

Date: _____

For Office Use Only



Date Received: _____

Received by (Staff): _____

11. Review and Approval

This policy will be reviewed **annually**, or following:

- Significant changes to ICT systems
- Shifts in student needs
- Updates to regulatory requirements

Approved by: Avalon College Managing Director

Signature: _____

Date: 3 September 2025

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Next Review Date: 3 September 2026

Approved By: Avalon College Managing Director