



Student Acceptable Use Policy: Digital Devices, Network and Online Services

March 2025

CATHOLIC SCHOOLS BROKEN BAY

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 967 Pennant Hills NSW 1715 02
9847 0000 | csbb.catholic.edu.au | csbb@dbb.org.au

Rationale

Catholic Schools Broken Bay is a system of schools operated by the Catholic Schools Broken Bay Trust (ABN 82 991 936 092) (**CSBB**). CSBB is committed to ensuring safe, supportive and respectful learning environments. In promoting a culture of safety and accountability, it is imperative to provide clarity for students and parents/carers on the appropriate use of digital devices, internet and network services. This policy, along with safe and secure technology-related resources, equipment and infrastructure are designed to help protect students from harm and create environments where students can benefit from using technology.

Guiding Principles and Objectives

This policy applies to students and parents in CSBB schools with the understanding that schools and CSBB undertake to do what can be reasonably done to provide safe and secure access to school resources, equipment, and infrastructure, including internet connectivity for students at school, or students at home undertaking school-related tasks. Students' safe, responsible, and respectful use of digital devices and online services is the shared responsibility of students, parents/carers and staff.

- Digital learning and online access are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social, and emotional competencies.
- Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.
- Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.
- Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to, create or share inappropriate content.

Policy Statement

CSBB is committed to leveraging a range of existing and emerging technologies to enhance learning, and to equip students with knowledge, skills, behaviours and dispositions to learn, live and work successfully.

Access to Devices and Online Services

Access to digital devices, network and online services are provided by CSBB to students for educational purposes. Access rights assigned to students will ultimately be determined by the principal.

Filtering

CSBB provides industry-leading internet filtering service for all schools. This service is regularly reviewed; however, the reality is that full protection from inappropriate content can never be guaranteed. Whilst filtering remains a critical aspect of safeguarding students from inappropriate material, this is combined with broader strategies of:

- applying responsible and diligent supervision from teaching staff at school, and parents / guardians in the home
- educating students about possible dangers and issues when they are online (e.g. students learning to 'flip' a tablet/close a laptop and report to a trusted adult if inappropriate content is accessed; not clicking on suspect hyperlinks and reporting suspected phishing emails, etc.)

Students are obliged not to bypass any known firewall or filtering system that might lead to a security compromise or put at risk the safety and wellbeing of themselves, other students, staff or community members.

If a student/s becomes exposed to inappropriate content, the student/s should report this to the school.

Principals (or their delegate, including colleagues in Digital Enablement) may monitor students' on-line activities where there may be a possible breach of this policy. In such cases, consideration will be afforded to the rights and dignity of all parties, with appropriate communication to parents/carers and resulting disciplinary action as determined by the school in accordance with CSBB Pastoral Care and Wellbeing Policy.

Cyber Bullying

Bullying can undermine the dignity and wellbeing of students, and CSBB considers all forms of bullying, including cyber bullying, unacceptable.

CSBB has strict monitoring and response procedures where it is suspected there have been instances of cyber bullying towards students using CSBB digital resources.

Student Use of CSBB Email Systems and other Digital Resources.

CSBB students are provisioned with a digital account that enables access to emails and Learning Management systems for educational purposes. Automated alerts may be triggered to delegated school staff if student emails and other communications in the Microsoft suite contain words or phrases that indicate:

- Inappropriate language
- Cyber bullying
- Potential self-harm or
- Potential disclosures of harm.

In cases where alerts are received indicating any of the above, schools will investigate to determine if and what response should be actioned for students involved.

Student Acceptable Use Agreements

Each school provides students and parents/guardians with a copy of the school's Acceptable Use Agreement, which outlines responsibilities for students at an age-appropriate level. The agreements are reviewed and updated regularly.

Audience

The audience of this policy is:

- All CSBB staff.
- All CSBB Casual staff
- Parents / Carers of CSBB students
- CSBB Students (at age-appropriate levels as determined by school).

Applicability

This policy applies to:

- All CSBB staff.
- All CSBB Casual staff
- Parents / Carers of CSBB students
- CSBB Students.

Key Responsibilities

Director of Schools is responsible for overseeing the development and implementation of processes to ensure compliance with *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services*.

Principals are responsible for the development, implementation, culture building and publishing of *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services* in their schools in accordance with this policy and any regulatory requirements. Principals are responsible for:

- promoting a positive school culture of digital safety, responsible and respectful use of digital devices and online services
- ensuring students and parents / carers have engaged with the school's acceptable use agreements for digital, network and online services of the school
- responding to any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, CSBB policy and any statutory or legal requirements
- providing teachers and other school staff with support and

professional learning in appropriate use of digital devices and online services and implementation of their school procedures

- monitor and periodically review the suitability of their school procedures.

All CSBB Staff are expected to be committed to understanding and complying with *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services*. School staff are responsible for:

- modelling and supporting appropriate use of digital devices and online services whenever teaching or supporting students
- responding to and reporting any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, CSBB policy and any statutory or legal requirements
- Educating students of their responsibilities, including the use of school agreements, procedures and guidelines.

CSBB Parents/Carers should recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services. Parents / Carers:

- are responsible for their child's appropriate use of digital devices and online services outside of school
- support the implementation of school procedures, including its approach to resolving issues
- communicate with school staff and the school community respectfully and collaboratively in working towards resolution of issues as they arise.

CSBB Students are responsible for using digital devices and online services safely and ethically.

Related Resources

- [Human Rights and Equal Opportunities Commission Act 1986 \(Com.\)](#)
- [Copyright Act 1968 \(Com.\)](#)
- [Copyright Amendment \[Digital Agenda\] Act 2000 \(Com.\)](#)
- [Anti-Discrimination Act 1977 \(NSW\)](#)
- [Children and Young Persons \(Care and Protection\) Act 1998 \(NSW\)](#)
- [Crimes Act 1900 \(NSW\)](#)
- [Defamation Act 2005 \(NSW\)](#)

- [Workplace Surveillance Act 2005 \(NSW\)](#)
- [Privacy Act 1988 \(Com.\)](#)
- [Spam Act 2003 \(Com.\)](#)
- [eSafety Commissioner](#)

Related Processes/Procedures

Student User Agreement Samples (each school should develop their own to support student and parent / carer awareness of student responsibilities.) These can be adapted from the Support Document: Student Use of Digital Devices, Network and Online Services (available to CSBB staff internally).

Related Policies

- [CSBB Complaints Management and Resolution Policy](#)
- [CSBB Prevention and Management of Student Bullying Policy](#)
- [CSBB Pastoral Care & Student Wellbeing Policy](#)
- [CSBB Privacy Policy](#)
- [CSBB Social Media Policy](#)
- [CSBB Reportable Conduct Policy](#)

Review

The *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services* and related Procedures/Processes will generally be reviewed every three (3) years unless there is a legislative or regulatory requirement to do so earlier.

Revision/Modification History

Version	Current Title	Summary of Changes	Approval Date	Commencement Date
2	Student Acceptable Use Policy: Digital Devices, Network and Online Services	Minor amendments made to incorporate reference alerts received triggered by student misuse or disclosures of CSBB digital systems.	March 2025	March 2025
1.1	Student Acceptable Use Policy: Digital Devices, Network and Online Services	Minor amendments made to provide more explicit wording around our internet filters.	September 2023	September 2023

1.0	Student Acceptable Use Policy: Digital Devices, Network and Online Services	Full re-write (Moved to separate staff policy where previous version was staff and students.)	September 2022	September 2022
4.2	Acceptable Use Policy for Internet/intranet & Network Services for Catholic Schools Broken Bay	Adaptation to re-branding of Catholic Schools Broken Bay	February 2021	February 2021

Approval Date/Revision Schedule

Approved by: Danny Casey – Director of Schools

Date Approved: March 2025

Date of next review: March 2028