



St Clare's College is a school of Catholic Archdiocese of Canberra and Goulburn Education Limited, trading as Catholic Education Canberra and Goulburn (CECG). Access to Information and Communications Technologies (ICT) is a key enabler of modern education, and students are expected to use these resources in a way that supports their learning and reflects our College values.

This Statement of Practice applies to staff, students and families and outlines how St Clare's College fosters a learning environment that is secure, respectful, and technologically enriched, and is consistent with:

- [CECG Student Acceptable Use of ICT Policy](#)
- [CECG Student Acceptable Use Agreement](#)
- [CECG Personal Digital Device Agreement](#)
- STCC Statement of Practice – Positive Behaviour (Personal Best)

Access and Use of ICT

- Students are provided access to the College's digital devices, applications, and networks for educational purposes only.
- Access is conditional upon the annual acceptance of the **Student Acceptable Use Agreement** and the **Personal Digital Device Use Agreement** by both students and their parent/guardian.
- Any misuse of ICT resources may result in the withdrawal of access privileges, as well as other appropriate consequences depending on the nature of the breach.
- Mobile phones must remain **switched off** and stored securely when not used for educational purposes; this may be in student lockers or secured in a zipped pocket.
- Students may have their phone out for electronic payment at the Canteen window, however the phone must be in their pocket until they reach the window.
- Specific exceptions apply for medical needs, and senior students in designated areas, provided their device use is otherwise consistent with the relevant policies.
- Laptop use in the Learning Commons during scheduled recess and lunch breaks is permitted for study or entertainment, excluding social media use.

Personal Communication Devices – Laptop, Mobile Phone, Earphones/Headphones

- Students who bring personal digital devices to school must comply with the College's ICT expectations.
- The College is not responsible for charging, maintenance, loss, damage, or unauthorised use of personal devices.
- The use of personal digital devices during school hours is only permitted if the appropriate agreements have been signed and College approval has been granted.
- The College does not oversee personal digital device use outside school hours but may respond if use impacts the wellbeing of other students or the learning environment.

Monitoring and Supervision

- All student activity on College networks and devices may be monitored to ensure compliance with acceptable use standards.
- Students should not expect privacy in relation to data or communications transmitted via College systems.
- Monitoring may include review of browsing history, access logs, or email communications when necessary.

Student Responsibilities

Students are expected to:

- Use all school-provided ICT resources respectfully, lawfully, and for educational purposes only.
- Follow the expectations outlined in the **Student Acceptable Use Agreement** and **Personal Digital Device Use Agreement**.
- Switch off and store mobile phone securely in student locker or secured in a zipped pocket.
- Seek clarification from a teacher when unsure about appropriate online behaviour.
- Understand that the College may monitor use of the internet and digital platforms when accessed through the school network.

Staff Responsibilities

College staff are responsible for:

- Ensuring that all required ICT agreements are accepted by families at the start of each academic year.
- Providing students with guidance and instruction on the appropriate use of ICT.
- Monitoring **student compliance** with digital use expectations, including the **confiscation** of personal digital devices where necessary, in accordance with College Statement of Practice, and reporting concerns through established wellbeing or behavioural processes.

Family Responsibilities

Parents and carers are asked to support their child's responsible ICT use by:

- Reviewing the required ICT documents annually with their daughter/s.
- Accepting the required ICT agreements annually via Compass.
- Supervising their child's use of digital devices and applications when outside school hours.
- Reinforcing the importance of safe, ethical, and respectful online conduct.

Consequences of Policy or Practice Breach

- **First instance:** Device is confiscated and held at Student Administration until the end of the day; parents are notified.
- **Repeated instances:** Students must submit their device to Student Administration at the beginning of the day for three consecutive school days.
- **Non-acceptance of ICT Agreements:** Student access to the Network may be restricted to allow access to learning materials only.
- Online misconduct may require participation in Learning Workshops and temporary device surrender.
- Severe breaches may lead to further disciplinary actions as per the school's Positive Behaviours Policy.
- Serious cyber offenses may be escalated to law enforcement at the Principal's discretion.

Statement of Practice ICT and Personal Device Use	
Endorsed by:	STCC Leadership Team
Implementation date:	January 2026
Review date:	January 2031
Contact staff member:	Assistant Principal – Mission & Culture