

## Responsible Use of ICT and Social Media

1. These procedures apply to everyone who uses [CEDP](#) ICT.
2. Any use of CEDP-owned ICT, or social media as a member of CEDP must be:
  - professionally responsible
  - primarily to fulfil of the CEDP [strategic intent](#)
  - lawful.
3. Any use of CEDP-owned ICT, or social media as a member of CEDP must not be:
  - contrary to Catholic church teaching
  - intended to bring CEDP or its employees into disrepute.
4. With the exception of students in grades K to 5, who may be granted a class password, CEDP-issued network passwords must never be shared.

### Definitions

'Staff' means employees, volunteers and contractors who use ICT for the purpose of work within CEDP.

'ICT' means information and communications technologies and includes computers, mobile phones, PDAs, iPads, internet and network services, portable data storage devices, online data storage mediums, telephones, printers, fax machines and all other digital communications devices owned by CEDP or any of its schools. Where specified in these procedures and guidelines under them it also includes information and communications technological devices not owned by CEDP or its schools but used during the course of employment, school activities or on CEDP networks.

'Social media' means web-based and mobile technologies which turn communication into interactive dialogue, and which are used via CEDP ICT or as staff of CEDP. Examples include but are not limited to Facebook, YouTube, Twitter, blog or wiki posts and comments.

### Related documents

- [Responsible Use of ICT and Social Media for Staff - Guidelines](#)
- [Responsible Use of ICT and Social Media for Students - Guidelines](#)
- [Student Policy](#)
- Privacy Procedures
- Privacy Guidelines
- Diocesan Privacy Policy
- Countering Discrimination Harassment and Bullying
- Addressing Unsatisfactory Performance
- Discipline Policy
- Workplace Health and Safety Manual

**Number**  
101101

**Implementation date**  
14 March 2013

**Service area**  
Strategic Accountabilities

**Location**  
Public

**Head policy**  
Communications Policy  
(in progress)



Catholic Education  
Diocese of Parramatta