St Joseph's BlendED
Technology Monitoring Policy

About this Policy

1. St Joseph's ("**we**", "**us**", "**our**", "**School**" or "**St Joseph's**") monitors the use of its computers, laptops, tablets, other devices and your use of the internet, online learning platforms, applications, communications networks, or any other computer hardware or software ("**Technology**") for the purpose of:

    - supporting a safe and inclusive online learning environment;
    - keeping our Technology secure;
    - preventing unauthorised access and use of our Technology;
    - ensuring compliance with our policies;
    - disciplinary procedures, performance reviews and remedial actions taken to address conduct of staff or students; and
    - complying with our legal and reporting obligations.

2. This Policy should be read together with our other policies, including:

    - Whole School ICT Policy;
    - Appropriate Computer Use Policy;
    - Online Learning Student Code of Conduct;
    - Online Learning Staff Code of Conduct; and
    - Privacy Policy

Who does this Policy apply to?

3. This Policy applies to all students, staff, and anyone else who uses our Technology.

Monitoring

4. We may monitor and keep a record of your use of our Technology, including but not limited to monitoring and recording:

    - virtual classrooms, lessons, calls or conversations;
    - internet browsing or search history including websites you visit, whether they were accessed or blocked, the type of content, the subject matter, and the content itself;
    - emails including messages sent and received on your BlendED email account or other email accounts if accessed from our Technology;
    - your communications with other students, staff and others online (e.g., messaging software such as Teams);
    - information, files or other data you upload, download, save, copy, move or delete using the Technology;
    - your connection to and use of software and applications via the Technology;
    - your device use and engagement;

- the location of the Technology or where it is accessed from; and
- any other use of our Technology.

5. When we monitor our Technology we may collect, use and disclose personal information. We deal with your personal information as set out in our Privacy Policy available here.

6. We may use technology providers to conduct our monitoring and recording activities. This means those providers may collect and hold your personal information on our behalf. Some of these providers may be located outside Australia which means your personal information may be stored or accessed from outside Australia.

7. Sometimes, where we consider it is appropriate in the circumstances, we may disclose or share your personal information collected through monitoring activities with others, for the purposes described at the beginning of this policy, including: students, guardians, our advisors, contractors, police or other authorities.

8. Without collecting, using, processing and disclosing your personal information in relation to our monitoring activities we may not be able to provide you with our Technology and you may not be able to participate in our program.

9. If you have any feedback or issues in relation to your personal information, or wish to make a complaint to us, or seek information about how you can make a complaint, or request access to or wish to correct your personal data, please refer to the contact details set out in our Privacy Policy.