

# ICT Acceptable Usage Policy



## Purpose

*'The digital world is characteristic of the contemporary world...the web and social networks have created a new way to communicate and bond...Yet to understand this phenomenon as a whole, we need to realise that, like every human reality, it has its share of limitations and deficiencies.'*

Pope Francis, *Christus vivit*, 2019.

Access to digital technologies, including the internet, is provided to students and staff at St Lawrence Primary School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (MACS), a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite of digital technologies. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between St Lawrence Primary School and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at St Lawrence Primary School are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Lawrence Primary School, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies within Catholic schools supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at St Lawrence Primary School in accordance with legal and moral requirements and expectations.

## Scope

This policy applies to members of the St Lawrence Primary School community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the school. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the school. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

## Definitions

**Computer** is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

**Device** refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

**Email** means the system that enables users to send data over the internet using computers and mobile devices.

**ICON** means the Integrated Catholic Online Network which is used to deliver shared services for educational and administrative purposes across Catholic schools.

**Internet** means the system of interconnected networks that connects computers for data transmission and storage.

**Intranet** refers to a local system of computers enabling students and staff to communication and share information within their school community.

**Mobile devices** refers to (but is not limited to) mobile phones, PDAs and portable storage devices.

**Network services** means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

**Parents** includes parents, guardians and carers.

**Social networking** means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

**Staff** means salaried, voluntary and contracted persons.

**Students** means those students enrolled at St Lawrence Primary School

**Website** is an internet based page or series of pages grouped together and managed by a person or group.

## Principles

The use of digital technologies within our school by staff and students at St Lawrence Primary School is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and ethos of the school, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- inappropriate online behaviour, including cyberbullying, will not be tolerated.

## Policy

### Internet and Network Access

Access to internet and network services are provided by MACS to staff and students of St Lawrence Primary School for educational and administrative purposes. From time to time, other MACS policies and requirements in particular schools may result in restrictions.

Access rights assigned to students and staff at St Lawrence Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Lawrence Primary School may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

### Expectations of users

All students and staff at St Lawrence Primary School are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum

or education. These standards apply whenever St Lawrence Primary School equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

### **Non-compliance with this policy**

Disciplinary action may be undertaken by St Lawrence Primary School against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students used by St Lawrence Primary School.

### **Duty of Care**

St Lawrence Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Lawrence Primary School will prepare staff to deal with these issues.

## **Monitoring**

### **Students**

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

### **Staff**

An authorised person (e.g. a principal, a regional manager or other MACS staff member) can monitor the use of MACS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

### **Security**

To minimise risk to MACS information and communication networks from viruses and intrusions, current virus screening software is to be activated, and where appropriate, passwords are to be used by staff and students of St Lawrence Primary School. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the school or MACS. Non-authorised staff and students are not permitted to have access to these levels of system management.

### **Email**

Email service is provided for educational and administrative purposes. Staff and students at St Lawrence Primary School must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, school phone number and postal address. St Lawrence Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

### **Websites**

St Lawrence Primary School may create, or have created, a website with the approval of the principal. These websites must be established and maintained in accordance with MACS policies and guidelines and relevant legislation.

### **Social networking**

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the principal.

### **Acceptable Use Agreements**

#### **Students**

St Lawrence Primary School provides students and parents/guardians with the following:

- a copy of St Lawrence Primary School Acceptable Use Agreement
- a copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian and school representative before the student is given access to, and use of, a school's internet, network services and devices.

## Staff

Staff are required to use the internet and network services in accordance with this and other policies. St Lawrence Primary School provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

## Equipment

- Students are not to add any Apps or software without teacher permission
- Computers, laptops, notebooks, tablets, etc. are to be used only under the supervision of the teacher in charge.
- Students are to inform the teacher of any technical problems that they encounter with any equipment.
- The above guidelines for safe use apply to the use of all Information & Communication Technologies such as digital cameras, videos, and recording devices.

## Cyber-Safety

- The school does not tolerate any form of bullying both online or offline
- Each student should feel safe and secure in their learning environment
- Each student has a responsibility for their own actions and in reporting any issues of cyber bullying
- In the case of cyberbullying issues students should take a screen shot of the offending article and report it to the school.

## Related school policies

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff
- Managing Complaints and Grievances Policy
- Privacy Policy
- Staff Social Media Policy
- Student Behaviour Policy.

# Appendix 1

## Student ICT Responsible Usage: Years 3-6

Access to Information & Communication Technology at St Lawrence Primary School is provided to promote educational excellence through resource sharing and communication. Students may only use the internet with teacher permission and for educational activities. Internet access is also screened by Catholic Education Melbourne, through Information & Communication Technology tools such as Zscaler, which aims to ensure that inappropriate sites are avoided. Web 2.0 data such as Google Apps for Education and SeeSaw may be stored in online cloud formats which may be backed up in multiple global secure locations.

St Lawrence Primary School, reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

- Families are requested to read this agreement with their child.

**We recommend you visit [www.esafety.gov.au/parents](http://www.esafety.gov.au/parents) to read the family section regarding cyber safety.**

1. When using an electronic device in class, I will remain on task, use technology responsibly **and make sure the device is being used for learning** (including cameras, videos, recording devices, etc.).
2. I will not damage or interfere with another person's iPad.
3. I will only use my own student password and email account.
4. I will not add or change my password or passcodes without teacher permission.
5. I will only view, move or delete files or information belonging to me.
6. I will only use appropriate and respectful language when sending an email or other forms of electronic communication and will tell a teacher immediately if I see any inappropriate electronic messages.
7. I may only use digital tools & the Internet with the permission of my teacher and will inform the teacher immediately if I encounter information that is inappropriate and I will not show another student.
8. I understand my use of the Internet will be monitored at school.
9. I understand that under no circumstances will I pass on personal information whilst on an electronic device.
10. I will not copy or send any materials (e.g. photos of myself or others) without a teacher's permission.
11. I will not use the schools' network to download applications, images, videos sound files or any other files other than those used for my school work.
12. I understand that I must be a courteous user at all times and will report any issues or instances of cyberbullying (I will take a screen-shot of anything that I feel breaches our school policy)
13. I understand I will be responsible for all damages or loss caused by neglect or abuse\*\*

### **Consequences**

Misuse of Information & Communication Technology will result in consequences ranging from loss of privileges for a day, week, month or term. In severe cases families will be contacted and privileges will be suspended for a given amount of time. Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher, school leader or the Principal.

Families are advised that this policy is available on our school website. If parents have any objections or concerns in relation to these policies or procedures they should put them in writing and organise an appointment with the principal.

**STUDENT ACKNOWLEDGEMENT**

I agree to abide by these rules and understand the consequences of misuse.

Student's name.....

Student's signature.....Date .....

Parent Acknowledgement .....Date .....

**\*\* Damage or loss of iPads Procedure**

- First incident of accidental damage of an iPad is covered by the technology levy. This will be recorded down on the iPad repair registry and a note sent home to the family from the principal. The iPad will remain at school for student use and will not be taken home until this has been negotiated between the school and family.
  
- Any cost for subsequent damage of an iPad after it has been repaired will need to be covered by the family.
  
- All repairs to school iPads must be made through the school.
  
- Any cost for the loss of an iPad will need to be covered by the family.
  
- Any cost for the loss of an iPad charger will need to be covered by the family (This includes the charger being misplaced at school). Please note all chargers (including cord) need to be Apple Certified.