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 Francis Xavier 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 Francis Xavier 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 Francis Xavier 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 Francis Xavier 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.

St Francis Xavier School is committed to student use of technology as a tool to enhance and assist learning in a safe environment. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at St Francis Xavier utilise both iPads and Chromebooks on a wireless network and Desktop computers in the Lab. The use of such devices is consistent with the educational goals of the school.

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 Francis Xavier Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Francis Xavier 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 Francis Xavier 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 Francis Xavier 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 Francis Xavier 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 Francis Xavier Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Francis Xavier 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 Francis Xavier 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 Francis Xavier 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 Francis Xavier Primary School against any student or staff member is who 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 Francis Xavier Primary School.

Duty of Care

At St Francis Xavier Primary School we believe the teaching of responsible online behaviour is essential in the lives of students. We include cyber safety issues within the curriculum to teach students about safe online behaviour and how to make smart choices online. St Francis Xavier Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Francis Xavier 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 Francis Xavier 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 Francis Xavier 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 Francis Xavier Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Francis Xavier Primary School may create, of 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 Francis Xavier Primary School provides students and parents/guardians with the following:

- a copy St Francis Xavier Primary School Acceptable Use Agreement (see Appendix 1)
- 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 Francis Xavier Primary School provides staff with the following:

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

Related school policies

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

Digital Learning Acceptable Use Agreement

St Francis Xavier School is committed to student use of technology as a tool to enhance and assist learning in a safe environment. The use of technology facilitates global collaboration - a vital skill for our 21st century learners. Students at St Francis Xavier utilise both iPads and Chromebooks on a wireless network and Desktop computers in the Lab. The use of such devices is consistent with the educational goals of the school.

Along with the opportunity to use such tools, comes responsibility. This Acceptable Use Agreement is designed to give students (and families) clear, concise guidelines regarding the appropriate use of devices.

We invite students and families to read and agree to abide by the responsibilities outlined in this document, by signing and returning the attached document, in order to gain access to the school network for BYO devices and/or to use school owned devices.

Student Responsibilities
As a student of St Francis Xavier's school, I understand and agree to:

Ethical Use
- Be a respectful and safe learner whenever I use technology.
- Use the internet and technology at school for educational purposes only, and as directed by the teacher.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Notify a teacher if I accidently access a website with inappropriate material.
- Report any incidents of inappropriate or hurtful online behaviour to a teacher.
- Leave mobile devices in the class pencil case to be stored at the office during school hours.

Security
- Not bring, download, store or stream unauthorised programs or media, including software, games, music, images and music, or run them on school computers or devices whilst at school.
- Not interfere with the network security, the data of another user or computer, or attempt to log into the network with a username or password of another student or teacher.
- Not interfere with the hardware or software setup of technology.
- Not reveal my password to anyone except my parent/s or the teacher.

- Change my password if I am aware that it has become known to anyone other than my parent/s or the teacher.
- Not to use the login details of another student to sign in to any App or website

E-mail and Communication
- Use allocated Gmail and only as directed by the teacher.
- Not use any external email accounts at school (e.g Hotmail, Gmail, Yahoo etc.).
- Not use or share my school email address with any website, company or other third party without explicit permission from the teacher.
- Not use instant messaging or Facetime at school.

Social Networking and Web 2.0 Tools
- Only use school approved networking sites and tools (e.g. Blogs, Google Apps for Education, Google Classroom) for educational purposes and only as directed by the teachers.

Care of Equipment
- Handle all equipment safely, responsibly and respectfully.
- Keep food and beverages away from all equipment.

Internet Use
- Be an honest technology user and not interfere with or clear recent file or browsing histories from computers or devices.
- Allow my parents and/or teachers to see my recent activities when requested.
- Abide by copyright obligations when using content from websites (ask permission to use those images, text, audio and video and cite references where necessary).
- Protect my rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Mobile Devices
- Keep personal mobile phones on silent and hand them in to the teacher at the beginning of the school day.
- Not use my device before/after school, while on school property (e.g after entering from the green gate, or while waiting to be collected by a parent) or during eating times.
- Protect the privacy of others and never post or forward private information about another person - this includes photos of children in school uniform.
- Only take photos or record sound or video when it is part of an approved lesson. Once this task is complete the photos will be deleted.
- Seek permission from individuals involved before taking photos, recording sound or videoing them.
- Not stream any forms of media, unless authorised by a teacher.
- Not make my iPad available for use by another student.
- Be respectful with any photos taken or video captured and never use these as a tool for bullying.
- Not bring/or use mobile devices on camps or excursions, unless the Principal has granted permission.
- Keep school approved apps in a 'School Apps' folder. Keep all other apps in a 'Home Apps' folder.
- Not use any 'Home Apps' at school without teacher permission.
- Ensure that sufficient storage space is available to complete any assigned school work.
- Deactivate Passcodes and any notifications whilst at school.

PARENT Responsibilities

Parents will be expected to:

- Communicate concerns with their child's classroom teacher in regards to technology use.
- Engage with their child to report any incidents of cyber bullying or inappropriate use of technology to their child's teacher.
- Work in partnership with the school, supporting decisions made in regards to consequences that have occurred as a result of a breach of this user agreement.
- Take responsibility and monitor their child's online activities.
- Ensure their child's device is recharged each night.
- Read and follow the guidelines as set out by the Office of the eSafety Commissioner https://www.esafety.gov.au/education-resources/iparent

Expectations when a breach has occurred

Students are to report any known violations of this agreement to their teacher or principal verbally or in writing.

Random checks, supervision and monitoring services will be conducted throughout the year to ensure that these policies are followed.

Consequences

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Agreement. Such consequences could include loss of privileges with technology, determined by the school Leadership Team, possible disciplinary action, and possible legal action.

Breaches of this agreement will result in the student losing their access rights for a period of time as determined by the classroom teacher and the Principal.

Students with BYO devices may be required to leave their device with the Deputy Principal when access rights have been removed.

Depending on the seriousness of the offence, other disciplinary action may also apply. Reporting of incidents to relevant government agencies may be required.

Digital Learning Acceptable Use Agreement

Please detach this page and return the signed agreement to the school

STUDENT ACKNOWLEDGEMENT – I have read and understand the Digital Learning Acceptable Use Agreement. I acknowledge and agree to follow these rules. I understand that my access to the internet and technology at school will be renegotiated if I do not act responsibly.

Student Name _____

Class _____

Student Signature _____ Date _____

PARENT ACKNOWLEDGEMENT – I have read and support these guidelines. I acknowledge and accept that my child is responsible for any internet and technology use and I have discussed the appropriate use of technology with them.

I understand that my child's access to the internet and technology at school will be renegotiated if he/she does not act responsibly and respectfully.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____