

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 Mary's School Alexandria 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 Mary's School Alexandria 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 Mary's School Alexandria are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Mary's School Alexandria, 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.

Students are exposed to a range of different digital technologies including both iPads in Foundation to Year 2 as well as Chromebooks in Years 1-6. Students explore a wide range of digital experiences utilising programs such as Seesaw, Reading Eggs, Maths Seeds, Prodigy, Touch Typing and Minecraft. Students build their ability to research, publish and present information using the Google Suite of Education including Google Slides, Google Docs and Google Classroom. Students are supported to be safe users of digital technologies by implanting Cyber Safety education as well as utilising Hapara to monitor student usage and z-Scaler to block inappropriate content. St Mary's staff will utilise their rights to check student browser history to enforce and encourage appropriate use of technology.

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 Mary's School Alexandria in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Mary's School Alexandra 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 Mary's School Alexandra.

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 Mary's School Alexandra 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 Mary's School Alexandra 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 Mary's School Alexandra will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Mary's School Alexandra 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 Mary's School Alexandra 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 Mary's School Alexandra 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 Mary's School Alexandra 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 Mary's School Alexandra.

Duty of Care

St Mary's School Alexandra will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Mary's School Alexandra 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 Mary's School Alexandra. 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 Mary's School Alexandra 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 Mary's School Alexandra advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Mary's School Alexandra 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

2021 F-2. St Mary's Catholic Primary School Student Digital Technologies Agreement

Dear Parents,

The computer network at St Mary's Catholic Primary School has been provided for us to use as a tool for learning.

The Chromebook/computers/iPads will be used in the following ways:

- v To find information
- v To complete learning activities using online learning programs and apps
- v To send / receive information and to ask questions
- v To share ideas and present work

In order to achieve this in a manner that is appropriate for primary school students, the children and parents are asked to sign a Student Code of Conduct. (As per the CECV Child Safe Policy.)

Please read through these agreements with your child. Please complete by (insert date).

Regards,

Shannon Carnes

St Mary's ICT Leader

St Mary's Computer Rules

1. I will follow my teacher's directions when using the Chromebook/computers/iPads in my classroom.
2. I will look after the Chromebook/computers/iPads in my classroom by carrying it appropriately and not eating or drinking near any devices.
3. I will only visit the websites my teacher says I can go to.
4. When writing messages, I will always be polite.
5. I will not copy or send any materials (e.g. pictures of myself or others) without my teacher's permission.

I agree to follow the above rules and I am aware that breaking them will mean that I won't be able to use the Chromebook/computers/iPads.

Please read the St Mary's Student Agreement and tick the below box.

St Mary's Student Agreement

Care and Usage of Equipment

- I understand that I/my family are financially responsible for any damage caused to the Chromebook/computers/iPads
- I will care for and look after the Chromebooks/computers/iPads and their parts
- I will eat my food and drinks away from the Chromebooks/computers/iPads
- I will not use any removable storage device with any Chromebooks/computers/iPads without the permission of a teacher. These include CD/DVDs, memory sticks, SD cards, etc.
- I will not open or download any files from the internet, CD/DVDs, memory sticks, SD cards, etc. except those that the teacher has checked

- I will not bring to school, or view any inappropriate material on my Chromebooks/computers/iPads

- I will be responsible for making sure my device is regularly charged and stored safely
- I will only use my own Chromebook/computers/iPads and no one else's in the classroom.
- I will not allow another student/friend/family member to use my Chromebook/computers/iPads without the teacher's permission

Work Habits

- I agree to follow all teacher instructions when using the Chromebooks/computers/iPads or using the internet
- I will only submit my own work
- I will not open or alter in any way work that is not my own
- I will not use or create folders, files and file names that contain language or images that should not be used in class
- I will always log off correctly when I have finished using a device
- I will not seek to find out or use any other student's password

Internet

- v When using the internet, I will only search for information relevant to my schoolwork unless the teacher directs me elsewhere
- v I will only read my own e-mail
- v I will not publish any material to the internet without permission from a teacher
- v I will not use the School's network to download, images, videos, or sound files, other than those used for my schoolwork and directed by a teacher

Personal Safety

- v I will tell my teacher or the person in charge if I find or see any information that is inappropriate or makes me feel bad or uncomfortable
- v If I receive an e-mail or message that has inappropriate language or images, I will immediately report it to my teacher
- v I will only use my first name when communicating with others via the internet
- v I will not give out anyone's personal details, including names, addresses or phone numbers or any other identifying information
- v I will not engage in chat or meet anyone that I have spoken to online, unless it is directed by the teacher

I have read the Student Agreement.

Google Apps for Education

Staff and students are using Google Apps for Education (GAFE) to enhance the way we use technology and share information within and beyond our school community.

Essentially, GAFE is a cloud based learning platform allowing teachers and students to create a range of documents online, email, share calendars and 30 gigabytes of data to be accessed at home and school on any device. GAFE allows us to collaborate and learn more effectively through the use of technology, and offer a range of new learning opportunities for teachers and students.

Further information about GAFE can be found here

<http://www.google.com/enterprise/apps/education/benefits.html>

Facts about Google Apps for Education

- GAFE is used by many of the world's leading educational institutions, including universities, secondary and primary schools. Many public, Catholic and independent schools within Australia are using GAFE right now.
- GAFE is completely free for schools and does not contain advertising anywhere within it.
- Many of GAFE apps such as Google Docs and Gmail are familiar to many students and parents.

How will Google Apps for Education enhance my child's learning opportunities?

- GAFE allows up to 50 teachers and students the ability to collaborate on documents simultaneously. This type of collaboration has been impossible in the past.
- GAFE works on any device. This allows our students to continue learning beyond the classroom and the ability to access their content at any time.
- Students and teachers can work in teams, sharing calendars, documents and collaborating ideas to learn more effectively.

What should I be aware of?

- GAFE allows students to communicate and store information in both public and private spaces online.
- Unlike many other web services GAFE acknowledges it's users as the owners of content they produce and store.
- GAFE does not share any data or user information with any other party unlike other Google products such as Gmail.
- Your child will be provided an email address as part of the GAFE package.
- GAFE terms of service can be read here. http://www.google.com/apps/intl/en-GB/terms/education_terms.html

We will be working with students to educate them around using GAFE in a productive and responsible manner. We also feel it necessary for parents to be aware of new technologies such as GAFE and encourage you to be proactive discussing and exploring it with your child.

I have read the above Google Apps for Education

I do consent to my child using the internet at school for educational purposes in accordance with the Student Agreement above.

Yes/No

I do consent to my child having their first name only, published on the school's web page, Seesaw or class blog.

Yes/No

I do consent to my child having their picture published on the school's web page, Seesaw or class blog.

Yes/No

I do consent to my child's name being used in documents stored on Google Drive by their teacher and/or the school

Yes/No

I understand that I am responsible for supplying a pair of headphones. If my child breaks or damages their headphones, I understand I am responsible for replacing them for school use promptly.

Yes/No

Acceptance * Yes, I give permission for @Profile_Name

Accept/Decline

Your Name

2021 Yr 3 -6. St Mary's Digital Technologies Program Student Agreement

Dear Parents,

The computer network at St Mary's Catholic Primary School has been provided for us to use as a tool for learning.

The computers and iPads will be used in the following ways:

- v Research – To find information
- v Communication - To send / receive information and to ask questions
- v Consolidation – To complete learning activities through online learning programs or apps
- v Collaboration – To share ideas and present work

We require students and parents to sign this agreement that covers the Code of Conduct as it applies to technology use at St Mary's Catholic Primary School. St Mary's Catholic Primary School uses a combination of Hapara and zScaler to monitor student's activities on the Chromebook and network in accordance with our Child Safety and Social Media policies.

Please read through these agreements with your child. Forms are due to be completed by (insert date).

If you have any questions regarding the documents, please contact a member of the ICT team at school on 5772 1500.

Regards,

Shannon Carnes

Please read the student agreement and tick the boxes below

St Mary's Student Agreement

Care and Usage of Equipment

- v I understand that I am financially responsible for any damage caused to the Chromebook
- v I will care for and look after the Chromebooks and their parts
- v I will eat my food and drinks away from the Chromebooks
- v I will always carry my Chromebook by the base and never by the screen
- v I will not use any removable storage device with any Chromebooks without the permission of a teacher. These include CD/DVDs, memory sticks, SD cards, etc.
- v I will not open or download any files from the internet, CD/DVDs, memory sticks, SD cards, etc. except those that the teacher has checked
- v I will not bring to school, or view any inappropriate material on my Chromebooks
- v I will be responsible for making sure my device is regularly charged and stored safely
- v I will not draw on, paint, mark or place stickers on the Chromebook or charger

Work Habits

- v I agree to follow all teacher instructions when using the Chromebooks or using the internet
- v I will only submit my own work
- v I will not open or alter in any way work that is not my own
- v I will not use or create folders, files and file names that contain language or images that should not be used in class
- v I will always log off correctly when I have finished using a device
- v I will not seek to find out or use any other student's password
- v I will not share my password with anyone other than my parent/guardian or teacher

Internet

- v When using the internet, I will only search for information relevant to my schoolwork unless the teacher directs me elsewhere
- v I will only read my own e-mail
- v I will not publish any material to the internet without permission from a teacher
- v I will not use the School's network to download, images, videos, or sound files, other than those used for my schoolwork and directed by a teacher

Personal Safety

- v I will tell my teacher or the person in charge if I find or see any information that is inappropriate or makes me feel bad or uncomfortable
- v If I receive an e-mail or message that has inappropriate language or images, I will immediately report it to my teacher
- v I will only use my first name when communicating with others via the internet
- v I will not give out anyone's personal details, including names, addresses or phone numbers or any other identifying information
- v I will not engage in chat or meet anyone that I have spoken to online, unless it is directed by the teacher

Chromebook Strike Policy (for 5/6 Only)

Students in 5/6 are subject to a 'strike' policy. If students receive 3 strikes in a term they will be required to leave their Chromebook at school for the rest of the term. If students receive 3 notes home at any time in the year the Chromebook will stay at school for the remainder of the year. Actions that receive a strike:

- v Bringing your Chromebook to school not charged enough for the day
- v Using someone else's Chromebook
- v Leaving your Chromebook at home
- v Inappropriate use (unauthorised websites, downloads, emails, photos, using your school email for unauthorised sign ins etc). A note will be sent home if a strike is received for inappropriate use which must be signed and returned before Chromebook use can resume.

In consultation with the principal and/or parents, 5/6 teachers or the ICT team, St Mary's reserves the right to permanently remove all ICT equipment and privileges for inappropriate usage or repeated offenses relating to this contract.

I have read the above Students Agreement (check box)

Please read the Google Apps and Education Notice and tick the below box.

Google Apps for Education

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Essentially, GAFE is a cloud based learning platform allowing teachers and students to create a range of documents online, email, share calendars and 30 gigabytes of data to be accessed at home and school on any device. GAFE allows us to collaborate and learn more effectively through the use of technology, and offer a range of new learning opportunities for teachers and students.

Further information about GAFE can be found here

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- GAFE does not share any data or user information with any other party unlike other Google products such as Gmail.
- Your child will be provided an email address as part of the GAFE package.
- GAFE terms of service can be read here. http://www.google.com/apps/intl/en-GB/terms/education_terms.html

We will be working with students to educate them around using GAFE in a productive and responsible manner. We also feel it necessary for parents to be aware of new technologies such as GAFE and encourage you to be proactive discussing and exploring it with your child.

(check box) I have read the above Google Apps and Education Notice

I do consent to my child using the internet at school for educational purposes in accordance with the Student Agreement above.

Yes/No

I do consent to my child having their first name only, published on the school's web page, Seesaw or class blog.

Yes/No

I do consent to my child having their picture published on the school's web page, Seesaw or class blog.

Yes/No

I do consent to my child's first name only being used in documents stored on Google Drive by their teacher and/or the school

Yes/No

I do consent to my child corresponding with others, using email as appropriate

Yes/No

I understand that I am responsible for supplying a pair of headphones. If my child breaks or damages their headphones, I understand I am responsible for replacing them for school use promptly.

Yes/No

I consent to my child watching appropriate PG rated movies that are related to the curriculum for learning purposes.

Yes/No/I would like to give individual consent for each PG rated movie.

Acceptance *

Yes, I give permission for @Profile_Name

(check box) I agree my child using the Chromebooks, computers, iPads, internet and e-mail for educational purposes in accordance to the student agreement above.

(check box) I understand that school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

(check box) I have discussed the student agreement with my child and we are both clear on the code of conduct outlined in the student's agreement above.

Accept/Decline

Your Name

Seesaw App: Foundation to Year 6

(Date)

Dear Families,

This year, our school is going to use the **Seesaw App** to share and communicate with families! The app allows the teacher and students to post and complete learning activities to the seesaw app. Seesaw is private; you'll only see posts featuring your child and their individual work. Your child's teacher may also post photos of the class in small group activities.

Families will be able to comment on your child's photo or work (the main purpose of this is to give feedback to your child and open up communication at home about school based activities). Please note that all comments will be initially sent to the classroom teacher to approve, once approved, it will appear in your child's individual journal.

Seesaw also has a messaging function for communication between parents and their child's teacher. This will be used as a vital form of private communication between home and school.

To begin this journey with us, please respond to this form and once we have your response you will be given your child's personal activation code and how to access the seesaw app.

If you have any queries or problems, please don't hesitate to contact your child's teacher at school.

We are looking forward to sharing this new and exciting form of communication with you!

Please discuss the Seesaw conditions below with your child and respond.

I do consent to my child having their photo and name, published on Seesaw.

Yes/No

My child and I will use appropriate language when using Seesaw.

Yes/No

My child and I will only use the Seesaw app for its intended learning purposes.

Yes/No

My child and I will not take photos published on Seesaw and put them on any form of social media.

Yes/No

Acceptance * Yes, I give permission for @ProfileName

Accept/Decline

Your Name

Students

St Mary's School Alexandra provides students and parents/guardians with the following:

- a copy of St Mary's School Alexandra Acceptable Use Agreement
- a copy of this policy is available on the website

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 Mary's School Alexandra 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.