

St Finbar's Primary

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 Finbar's Primary 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 Finbar's Primary 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 Finbar's Primary are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Finbar's Primary, 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 Finbar's Primary in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Finbar's Primary 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 communicate 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 Finbar's Primary.

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 Finbar's Primary 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 Finbar's Primary 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 Finbar's Primary will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Finbar's Primary 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 Finbar's Primary 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 Finbar's Primary 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 Finbar's Primary 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 Finbar's Primary.

Duty of Care

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

Websites

St Finbar's Primary 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 Finbar's Primary provides students and parents/guardians with the following:

- a copy of St Finbar's Primary 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 Finbar's Primary provides staff with the following:

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

Student Policy - Using digital devices:

When using my Chromebook or any other device at St Finbar's Primary School I will:

- ★ **always** carry my device using two hands and with the screen down.
- ★ treat the device with respect.
- ★ report any problems to the teacher as soon as I notice them.
- ★ follow the teacher's directions at all times while using my Chromebook or other device.
- ★ use my Chromebook or other device for educational purposes only.
- ★ keep the device away from food and drink and make sure my hands are clean before using any device .



I will not:

- ★ modify my Chromebook or iPad in any way other than instructed by the teacher. This includes changing my Google username or photo or wallpaper image.
- ★ download Apps or programs of any kind, including games.
- ★ exchange the device with another student while using it.
- ★ remove the device from the classroom unless I have permission
- ★ apply any permanent marks or decorations to the device.
- ★ clear or disable browsing history or set password protection on the device.
- ★ log into another student's account for any reason.

Interacting in an online environment:

When using the Internet and school network at St Finbar's Primary School, I will:

- ★ only visit websites that have been instructed by the teacher or that I have permission to visit
- ★ Only access YouTube under direct instruction from my teacher
- ★ shut my Chromebook straight away and speak to a teacher if I encounter any inappropriate content
- ★ tell the teacher if I ever receive anything online that is unpleasant, or that makes me feel uncomfortable in any way.
- ★ keep my passwords secret and not share them with anyone apart from my teacher or parent.
- ★ keep my personal information private and not upload any details including my address, full name with pictures or the school that I go to.
- ★ tell the teacher if I receive a message that makes me feel uncomfortable.

- ★ report any cyber bullying that I become aware of to the teacher (don't be a 'bystander')
- ★ request permission from my teacher to publish any work or photographs on a public Internet site.
- ★ only publish work or send emails using language that I know is acceptable at school.
- ★ understand that any emails sent containing inappropriate language will be forwarded automatically to the Principal and managed accordingly.
- ★ not attempt to download or install any software or Apps
- ★ Follow copyright rules when using information or images from websites.
- ★ seek permission from individuals before taking photos, recording sound or videoing them (including teachers).
- ★ request permission from the teacher to engage in online discussions and participate in blogs and other collaborative forums.
- ★ use the Internet in a respectful way to others and not frighten, harass, annoy, embarrass, humiliate, threaten or intimidate another person.

Breaking the Student Agreement

If a student breaks the Student Agreement a number of steps can be taken:

- ★ The classroom teacher will notify the Principal or eLearning Leader who will discuss the incident with the student.
- ★ Withdrawal of access to the Chromebook for a period of time depending on the severity of the incident.
- ★ Parents will be notified.
- ★ A record will be kept of the incident.

Parent Agreement

Collaborative Projects Contract: St Finbar's engages in online collaborative projects and communication with schools around the world. The sharing of digital work and resources is for educational purposes only and is managed by the class teacher.

Photographs & Video Contract: Photographs and video are taken by school staff and authorised photographers during the school year in order to capture school events and activities. Photographs and video may be used for classroom and school display, children's work and work samples and may be distributed to the wider school community through newsletters, school social media school handbooks, Staff, Student and Parent Portals, end-of-year CD ROMs, flyers and school promotional materials.

Images taken by adults other than school staff contract: The school allows filming and photographs to be taken by parents/carers etc., at school events. These images may be used for personal use only and may not be distributed into the public domain or used by the press or as publicity materials without special consent being given from both the Principal and the relevant parents/carers.

Data Storage

I acknowledge that St Finbar's school uses online platforms, including but not limited to, Seesaw, Hapara, nForma, G-Suite for Education and Student Performance Analyser. St Finbar's can not guarantee that data collected by these platforms is not stored off-shore. St Finbar's Primary School uses Google G-Suite; inclusive of Google Drive, Google Docs, G-Mail and Google Calendar as a platform for storing and sharing information. Access is restricted to all information stored on the platform and the School can control which teachers have access to what information. Personalised Learning Plans, Behaviour Support Plans, Minutes for PSGs meetings, Funding Applications and Medical or Allied Health Reports will be stored on Google Drive.

Keeping Safe Online

I agree that it is the parent's responsibility to keep up to date with Cyber Safety guidelines and advice. I am aware of the online spaces that my child is using and have discussed protocols on how to be Cyber Safe at home, I will endeavour to attend School organised Cyber Safety events to assist my family to stay safe online. Incidents that occur at home are the parents responsibility and will not be dealt with by the school.

By responding to and accepting this Operoo form, I acknowledge that I have read and agree to St Finbar's Primary School's Information & Communication Parent Usage 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.