Curriculum in a Catholic school enables learners to connect their learning across curriculum areas and between people and spaces. Curriculum design in a Catholic school positions learning as connected rather than as discrete, isolated elements. It connects big ideas, concepts and thinking across religious, social, cultural, linguistic, historical, political and ethical influences to ensure that learners flourish within the contemporary context. Learning experiences are designed to enable students to explore issues, questions and problems in ways that are meaningful, strongly engaged with Catholic beliefs, and related to the real world. ***The learning community embraces technology that empowers learners to actively engage with knowledge and others, building new knowledge to inform how we live and interact in the world.***

Horizons of Hope, Catholic Education Melbourne, 2016

1.0   RATIONALE

At St Finbar's School we recognise that student learning is changing as telecommunications and other new technologies alter the way in which information is accessed. We also recognise that electronic information research skills are now required as essential knowledge. In light of this rationale we believe that:

- Information & Communication Technologies (eLearning) resources are learning tools used to enhance and extend learning.
- eLearning resources contribute to learning across the curriculum, developing a wide range of skills.
- Google Suite for Education provides a platform for students to keep a record of their learning throughout their time at St Finbars, which can be accessed at home or school.
- Students need to be involved in Educational Online experiences through the Internet.
- The School needs to encourage staff to strive to be confident and competent in the use of eLearning resources in order to impart these skills to students.
- Students in the senior years of schooling (Years 3to 6) require greater access to technology and to this purpose they will have a Chromebook for their own dedicated use.

At St Finbar's School we believe that eLearning education forms part of our curriculum because:

- We live in a technological age in which the need for eLearning literacy is ever increasing.
- eLearning usage develops new insights into learning.
- eLearning provides cross-curriculum tool enhancing, cooperative learning, problem solving and critical thinking.
- Students need to develop knowledge, skills and processes in handling information, given the demands and ever changing nature of eLearning in our society.
- Google Suite for Education provides opportunities for collaboration with peers and instant feedback from teachers.

2.0   ROLES & RESPONSIBILITIES
2.1   Principal Responsibilities

The Principal has the responsibility of:

- Ensuring that all members of the school community are aware of this policy and that the appropriate 'Acceptable Usage' for users be signed by members of the community.
- The purchase, organisation and maintenance of computer hardware and software in the school.
- Providing training programs for teachers to assist in developing eLearning capabilities and classroom programs.

2.2   Staff Responsibilities

Staff have the responsibility of:

- Read and sign the 'Acceptable Usage for Staff' via Caremonkey upon employment at St Finbar's School and on an annual basis thereafter (See Appendix 1).
- Planning regular formal Cyber Safety sessions and incidental discussions as appropriate.
- Integrating the use of eLearning across the curriculum in relation to the essential learning standards, and assessing and reporting against these standards.
- Establish, maintain and contribute to online learning spaces for both students and teachers.
- Keeping passwords secure.
- Ensuring responsible usage of social media, including keeping privacy settings secure.
- Caring for the computers allocated to their classroom which involves:
  - Shutting down the computers at the completion of each day and in the event of an emergency.
  - Turning off eLearning devices when not in use.
  - Reporting eLearning problems to the eLearning maintenance support personnel via email or the Google Form.

o   Dusting and wiping down the computer and computer bench/table weekly.

2.3   Students' Responsibilities

Students have the responsibility of:
- Reading (with their parents), and signing the 'Acceptable Usage for Students' and adhering to the guidelines (Appendix 3a, 3b, 3c).
- Caring for the devices to the best of their ability. This includes always carrying devices with two hands, ensuring that the screens are closed.

Rules and guidelines for eLearning use

When using the network at St Finbar's Primary School, students will:
➢ follow teacher direction at all times when using the computer network.
➢ not intentionally damage the computers or the network in any way.
➢ not attempt to use a password other than their own to access the network or email account.
➢ not provide network password to other students.
➢ not interfere with the network by installing any software, shareware, or freeware.
➢ report any issues or malfunctions related to hardware or software.

Using the Internet:

When using the Internet at St Finbar's Primary School, students will:
➢ only access the internet for purposes specified by the teacher.
➢ request permission from the teacher to publish any work or photographs on a public internet site.
➢ understand that any emails sent containing inappropriate language will be forwarded automatically to the Principal and managed accordingly.
➢ tell the teacher if they accidentally encounter inappropriate material and follow the Cyber Smart protocols required.
➢ not attempt to visit any inappropriate websites on the understanding that all web searches are monitored.
➢ not attempt to download or install any software or respond to online ads or competitions.

Interacting in an online environment:

When using the Internet and Student Portal at St Finbar's Primary School, students will:
➢ request permission from the teacher to engage in online discussions and participation in blogs, wikis and other collaborative forums.
➢ not use the Internet, email or other electronic means to frighten, harass, annoy, embarrass, humiliate, threaten or intimidate another person.
➢ not give out personal information such as surname, address, telephone number, school and/or parents' work address/telephone number or details.
➢ never send a person a photograph without first checking with the teacher.
➢ not respond to any messages that are unpleasant, or that make them feel uncomfortable in any way.
➢ report any cyberbullying or harassment to the teacher,
➢ use their school email account only.

Accessing and creating digital materials:

When accessing and creating digital materials at St Finbar's Primary School, students will:

➢ not interfere with or look into work folders or files that belong to others.
➢ not copy the work of others and say it is their own.
➢ not use material from web sites, including images, unless permission from the person who created the material has been received.
➢ think carefully about what is read on the internet and question if it is from a reliable source.
➢ seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
➢ seek teacher permission before uploading any content to websites (e.g. blogs).

Using eLearning devices:

When using devices at St Finbars, students will:

➢ not bring a digital device including MP3 players, iPads or gaming console to school.
➢ not bring a mobile phone to school unless parents have provided in writing to the class teacher and have signed a mobile phone acceptable use agreement (see Appendix 4).
➢ take care of any school cameras used for school tasks and report any issues or malfunctions.

2.4 Parents' Responsibilities

Parents have the responsibility of:

- Reading and signing the 'Acceptable Usage for Parents Policy' via Caremonkey (see Appendix 2)
- Reading and discussing the relevant age-appropriate 'Acceptable Usage for Students Policy' with their child (See Apendix 3a, 3b, 3c).
- Agree to the <u>Collaborative Projects Contract:</u> 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.
- Agree to the <u>Photographs & Video Contract</u>: 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 handbooks, Staff, Student and Parent Portals, end-of-year CD ROMs, fliers and school promotional materials.
- Agree to the <u>Images taken by adults other than school staff contract:</u> 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.
- 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.
- Agree that it is the parent's responsibility to keep up to date with Cyber Safety guidelines and advice. Be aware of the online spaces that their child is using and have discussed protocols on how to be Cyber Safe at home. Endeavour to attend School organised Cyber Safety events.

Parents should understand that the minimum age to open an account on Facebook, Twitter, Instagram, Pinterest, Tumblr, Kik, and Snapchat is **13**.

3.0 MOBILE PHONES

As a general rule we do not believe that primary school students require the use of a mobile phone at school. In circumstances where students are making their own way to and from school independently or where students are involved in extra curricula activities after school, parents may consider that a mobile phone is required for personal safety reasons.

In this event, parents and students are required to adhere to and sign the 'Mobile Phone Acceptable Use' agreement (See Appendix 4) which outlines the conditions of mobile phone use at school.

Phones are brought to school at the users own risk and the school takes no responsibility for loss or theft.

Appendix 1

ST FINBAR'S PRIMARY SCHOOL

eLEARNING POLICY
ACCEPTABLE USAGE FOR STAFF CONTRACT
_____

The use of email and the Internet by staff is intended to facilitate learning and teaching by providing access to resources and people around the world. Personal usage should be limited.

I agree that:

➢ any school computer device is a work tool and is to be treated with the same respect and care shown to any school resource.

➢ the school network is managed by the System Administrators and will remain free from the installation of any illegal software, shareware, or freeware.

➢ teachers are not to download an app or software of any kind to an iPad or other device without instruction from the System Administrator.

➢ **usernames** and **logon passwords** will remain confidential and not shared with anyone else.

➢ teachers need to be aware of the terms and conditions when signing up to online forums and the implications when allowing student access, underline particularly in regards to age.

➢ emails sent through the school computer network will be forwarded directly to the system administrator, without the sender's knowledge, if it contains any language or terms deemed inappropriate.

➢ email and the Internet facilities are not to be used in any manner contrary to law.

➢ the school computer network is monitored and if any user tries to gain access to a site that is blocked by Z-scaler, a record of that attempt is kept and forwarded to the system administrator.

➢ staff will not knowingly search for, view or display any offensive material. If staff members receive offensive material inadvertently, it should be deleted immediately.

➢ copyrighted materials will not be distributed through email or the internet without specific authorisation.

➢ staff must carefully explain to children, the stipulations of their 'Acceptable Usage' contracts and this should be revisited at the beginning of each term.

➢ staff must be vigilant when supervising students' use of the school computer network.

➢ The school will use staff names and photographs on the school's website for promotional purposes.

➢ Staff will regularly teach a Cyber Safety concepts on an ongoing basis at each year level.

Staff teaching classes using Chromebooks must adhere to the following non-negotiable requirements:

➢ Hapara Highlights will be used by teachers in Years 3-6 whenever students are using their Chromebooks
➢ Students are not to listen to music on YouTube whilst working on their Chromebooks
➢ Free time on the Chromebooks is to be kept to a minimum and should be closely monitored through the use of Hapara Highlights and active supervision (this includes wet day play).
➢ Staff are to enforce the rule that students carry their Chromebooks safely at all times.
➢ Chromebooks are not to be placed directly on the floor.

I acknowledge that I have read and agree to St Finbar's Primary School's eLearning Staff Usage Agreement.

Staff Name: _____ Staff Signature: _____ Date: _____

Appendix 2
ST FINBAR'S PRIMARY SCHOOL

INFORMATION & COMMUNICATION TECHNOLOGY POLICY

ACCEPTABLE USAGE FOR PARENTS CONTRACT (Foundation – Year 6)
_____

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 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.

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.

I acknowledge that I have read and agree to St Finbar's Primary School's Information & Communication Parent Usage Agreement.

Parent Name: _____

Parent Signature: _____

Date: _____

Appendix 3

ST FINBAR'S PRIMARY SCHOOL
INFORMATION & COMMUNICATION TECHNOLOGY POLICY
ACCEPTABLE USAGE FOR STUDENT CONTRACT (Foundation – Year 6)
_____

St Finbar's actively supports student access to the widest variety of information resources, so that they may develop the appropriate skills to analyse and evaluate such resources. We believe that the benefits of students being able to access and retrieve information far exceed the disadvantages. However, access requires responsibility.

It is the ultimate responsibility of parents to set standards and ensure their children use information sources correctly, we ask parents to discuss these issues with their children. These issues will also be discussed at school.

Students are responsible for appropriate behaviour on the school's computer network. Non-compliance with school guidelines of appropriate Internet usage will be dealt with in accordance with the school's discipline practices.

Rules and guidelines for ICT use at St Finbar's Prep 2019

My name is _____   I am in _____ (class)

When I am using a computer or iPad I will:

- ➤ follow my teacher's instructions

- ➤ only visit websites or Apps that my teacher has asked me go to.

- ➤ be careful with the computers and iPads

- ➤ keep my passwords secret and only share them with my teacher or parent.

- ➤ only type appropriate words onto a computer or iPad

- ➤ tell my teacher straight away if I see something on a computer or iPad that makes me feel uncomfortable

- ➤ keep my personal information private. This includes my full name, my school's name and my address.

➢ ask permission from people before taking photos or videoing them

➢ keep the device away from food and drink

➢ make sure my hands are clean before using an iPad or computer.

I acknowledge that I have read and agree to St Finbar's Primary School's Information & Communication Usage Agreement.

Term 3	Term 4
Date:	Date:

# Rules and guidelines for ICT use at St Finbar's Years 1-2 2019

My name is _____   I am in _____ (class)

Using the Internet and Network:
Using technology at school is a privilege. When using the Internet and school network at St Finbar's Primary School, I will:

➢ follow my teacher's directions when I am using computers or iPads

➢ only visit websites that my teacher has asked me go to

➢ be careful with the computers and iPads

➢ keep my passwords secret and not share them with anyone apart from my teacher or parent.

➢ only type appropriate words onto a computer or iPad

➢ tell the teacher straight away if I see something on a computer or iPad that makes me feel uncomfortable.

➢ use the Internet in a respectful way to others and not frighten, annoy or embarrass another person

➢ keep my personal information private. This includes my full name, my school's name and my address.

➢ tell the teacher if I ever see anything online that is unpleasant or that makes me feel uncomfortable

➢ use my school email for school purposes only.

➢ ask permission before taking photos or videoing other people
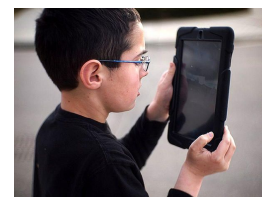
Using digital devices:

When using iPads or a computer at school I will:

➢ treat the device with respect

➢ follow the teacher's directions at all times while using the device

➢ use the device for educational purposes only

➢ keep the device away from food and drink

➢ make sure my hands are clean before using an iPad or computer

I will not:

➢ modify the device in any way other than instructed by the teacher

➢ download Apps or programs of any kind

➢ remove the device from the classroom unless I have permission.

➢ apply any permanent marks, decorations, or modifications to the device.

I acknowledge that I have read and agree to St Finbar's Primary School's Information & Communication Usage Agreement.

Term 3	Term 4
Date:	Date:

Appendix 3c

Rules and guidelines for ICT use at St Finbar's Years 3-6 2019

My name is _____   **I am in** _____ (class)

When using technology I need to remember to show <u>respect</u> for myself, <u>respect</u> for others and <u>respect</u> for the device.

Using technology at school is a privilege not a right.

<u>Using digital devices</u>:

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

- ★ **<u>always</u>** 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.

★ attempt to "friend" or follow any St Finbar's staff members on social media.

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.

★ use my school email for school purposes only.

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.

★ I understand that most Social Media Apps (including Facebook and Instagram) are restricted to people aged under 13.

★ If I need to bring a mobile phone to school, I will sign a 'Mobile Phone Acceptable Use' agreement.

★ I will not bring a digital device including MP3 players, iPads or gaming consoles to school.

I acknowledge that I have read and agree to St Finbar's Primary School's Information & Communication Usage Agreement.

Term 3	Term 4
Date:	Date:

Appendix 4
ST FINBAR'S PRIMARY SCHOOL

INFORMATION & COMMUNICATION TECHNOLOGY POLICY
MOBILE PHONE ACCEPTABLE USE POLICY & AGREEMENT
_____

As a general rule we do not believe that primary school students require the use of a mobile phone at school. In circumstances where students are making their own way to and from school independently or where students are involved in extracurricular activities after school, parents may consider that a mobile phone is required for personal safety reasons.

In this event, parents and students are required to adhere to and sign this acceptable use agreement which outlines the conditions of mobile phone use at school.

I agree that:

● The school does not accept responsibility for lost or damaged student mobile phones.
● It is a parents'/carers' choice to send a student to school with a mobile phone therefore they take responsibility for loss or damage to the mobile phone.
● Once on school grounds students are not permitted to use their phones (the use of a mobile phone includes calls, SMS messages, recording audio, photographs or video, listening to music, games and accessing the internet and all other features.)
● Mobile phones must be switched off once a student arrives on schools grounds in the morning. Mobile phones are to stay in students' bags or a teacher's desk all day (8:50am-3:30pm).
● At the end of the day when classes are dismissed students are able to check their messages or contact parents/carers while on school grounds.
● If a student uses a mobile phone contrary to this policy, it will be confiscated and held by the Office until a student's parents/carers come to collect the device. Parents will be contacted to inform them of the phone's confiscation.

I acknowledge and agree to follow these rules. I understand that my access to mobile technology at school will be renegotiated if I do not act responsibly.

Student first name: _____

Student surname: _____

Student class: _____

Student Signature: Date: _____