ICT Acceptable Usage & eLearning 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 Catholic 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 Mary's Catholic 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 Mary's Catholic 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 Mary's Catholic 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 Mary's provides students and staff with a range of devices, Wi-Fi and online tools for investigating, collaborating, communicating and creating. Devices currently available to students and staff include iPads, Chromebooks, laptops (both Mac and Windows based machines) and digital recording devices

St Mary's recognises the need for students to be safe and responsible users of digital technologies. We believe that providing students with explicit teaching about safe and responsible use of digital technology systems, devices and equipment is essential and is best taught when reinforced by parents /guardians.

Aims of Policy:

- To create a school environment that demonstrates a commitment to the school values.
- To develop student e-learning skills and competencies in the use of digital technologies.
- To develop student understandings of the importance of digital technologies in everyday life.
- To support the attainment of curriculum goals through the use of digital technologies.
- To provide an environment for stimulated and engaging learning through integration of digital technologies.
- To supervise students when using digital technologies equipment and devices for educational purposes.
- To develop practices for safe use of digital technologies through explicit teaching of cybersafety initiatives.
- To provide a filtered internet system whilst educating users on the steps to follow when faced with inappropriate content.

- To support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.

Digital Footprint

Students in Prep to Year 6 investigate, communicate and create online. Activities may include, but are not limited to emailing people outside of the school for information, posting questions and information on blogs and websites open to the public.

Students use Seesaw to reflect on learning and upload examples of work to show progression of learning. The privacy policy of this platform can be located https://web.seesaw.me/privacy-policy

All activities online leave some form of "digital footprint" and throughout the school year and in term Inquiry units, different aspects of cyber safety are documented in planning.

As part of the digital curriculum, students explore the concept of 'Digital Footprints', what is personal information and how users can remain safe when online.

Filtering

St Mary's uses a filtering system (Z-Scaler) deployed by the Catholic Education Melbourne. This filtering system does not extend to homes. So when students are logged onto their school accounts outside of school, they will require parent/Guardian supervision.

Google Apps for Education

Google Apps for Education (GAFE) accounts are issued to staff and students in Prep to 6 at St Mary's.

"Google Apps for Education" school provides users with:

- Access to a high quality suite of free apps
- Access to school files inside and outside of school (as long as there is internet connectivity)
- The capacity to collaborate with multiple users to create, edit and view files simultaneously
- "paperless" transfer of work

Though Google accounts are only available to users who are 13 years or older, Google Apps for Education accounts are available to younger students with Parent/Guardian permission.

Google Apps For Education Parent Permission Form 2021

Dear Parents and Caregivers,

GAFE (Google Apps for Education) is a stable online learning environment the Melbourne Archdiocesan Catholic Schools has deployed to support students with collaborative and online learning. GAFE allows monitoring of usage and allocation of different levels of usage. All teachers and students have been allocated accounts.

Google apps assist and enhance the student's ability to access, collaborate and share their learning in school. Each student has been allocated an email in the smgreensborough domain and a password. We ask that students keep the profile image of their account blank or an image of the initial letter of their first name.

For more information please access the Guardian's Guide to GAFE by clicking the link below

https://services.google.com/fh/files/misc/guardians_guide_to_g_suite_for_education_april_2020.pdf (https://services.google.com/fh/files/misc/guardians_guide_to_g_suite_for_education_april_2020.pdf) (https://services.google.com/fh/files/misc/guardians_guide_to_g_suite_for_education_april_2020.pdf)

Students will have been informed that their GAFE accounts are monitored by the school administrator to check compliance with 'School User Agreement'. Students are expected to follow this agreements when online using their GAFE account at all times (including home as well as school).

In order for your child to use this online platform for learning we require your permission.

Please sign the following GAFE Parent Permission Form stating that you give your child permission to use these learning tools. Students who do not have this permission signed will not have access to their GAFE account.

If you have any questions, please feel free to contact me
agrieg@smgreensborough.catholic.edu.au
(mailto:agrieg@smgreensborough.catholic.edu.au)

Please complete this eForm by Friday 12th February

Kind Regards,
Amanda Greig
ICT Leader

Acceptance *
Yes, I give permission for @ProfileName to use **Google Apps for Education** to access the internet and use the applications on the platform.

○ Accept
○ Decline

Your Name

[   ]

Google Apps for Education data is stored in servers located outside Australia, but in countries that follow the Australian Privacy Principles.

Restorative Practice

St. Mary's is a 'Restorative Practice' School. We implement the 3 R's: I am Respectful, I am Responsible and I am Resilient.

If a student (or students) are involved in any issues the Restorative Approach is applied. Four main questions are explored with students involved:

- What happened?
- Who was hurt/ affected by what happened?
- What needs to happen to make things right?
- If the same situation happens again, how could you behave differently?

Students are required to complete a 'Behaviour Reflection Form' and get it signed by Parents/Guardians.

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 in accordance with legal and moral requirements and expectations.

Scope

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

Rationale

Information and Communication Technology (ICT) is the hardware and software that enables a variety of data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; construct new understandings and communicate with others. ICT is vital in the lives of all people; and the ability to be conversant with ICT skills is essential.

Goals

Information and Communications Technology focuses on providing students with a rich learning environment in which they can build skills and knowledge. The knowledge, skills and behaviours identified for this domain enable students to:

- Develop new thinking and learning skills that produce creative and innovative thoughts
- Develop more efficient ways of working and solving problems individually and collaboratively
- Create information products that demonstrate their understanding of concepts, issues, relationships and processes
- Understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

Implementation

- The ICT domain is an essential component of the General Capabilities of the Australian Curriculum in Victoria (Victorian Curriculum).
- All students at our school study ICT which is embedded across the curriculum and taught by teachers throughout the school.
- The learning focus and standards contained within Victorian Curriculum drive the ICT skills taught throughout the curriculum.
- ICT activities reflect the topics being studied, and are appropriate to each child's ability. They form a component of the Inquiry process.
- Student progress in ICT is reported in semester reports.
- The ICT Leader oversees ICT administration, maintenance, equipment and curriculum.
- An allocated budget ensures ICT equipment and needs are constantly maintained and updated.
- ICT Professional Learning is provided to staff.

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

Students and staff at St Mary's Catholic 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 Mary's Catholic 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 Mary's Catholic 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 Mary's Catholic 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 Use Agreement for students used by St Mary's Catholic Primary School.

Duty of Care

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

At St Mary's we have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment.

Staff must understand their duty of care responsibilities and other school-based policies that work to support them such as the bully prevention policy, student engagement policy and acceptable use agreements.

While advances in technology have created opportunities to engage students in the classroom in new and exciting ways they also present significant challenges.

It is essential that we work in partnership with staff and school community to:

- develop holistic policies that reflect the teaching and learning practices, strategies and technologies that are being used by teachers and students
- create clear processes and practices to manage classroom and online behaviour and respond to any incidents that may arise
- prepare curriculum plans that explicitly teach safe, responsible and ethical online behaviours
- implement and raise awareness of the school's policies, processes and plans.

The misuse of digital technology and social media may result in legal consequences.

To support students to engage with digital technology in a safe and responsible way, St Mary's has a duty of care to students to take reasonable steps to ensure digital learning is conducted in a safe and responsible manner.

We must ensure students are aware of expectations relating to the safe, responsible and ethical use of digital technologies.

Online safety should be included in curriculum planning.

Online incidents of concern must be managed in accordance with the flow charts for dealing with online incidents attached at the bottom of this policy.

At St Mary's we ensure that digital learning is conducted in a safe and responsible manner by staff and students and the use of online environments are for educational purposes and are appropriate and balanced. We have a responsibility to educate young people about responsible online behaviour.

To manage risk and support the safe and responsible use of digital technologies, the following areas are considered when planning for digital learning.

Supervision when using digital technology in the classroom

Consistent with their duty of care to students, teachers are required to adequately supervise students when using digital technology in the classroom. Schools should have measures in place to ensure students are appropriately supervised when engaged in online learning. Such measures might include:

- moving around the room to regularly monitor screens
- installing remote access software that enables teacher access to individual students' 1 to 1 learning device used in class
- actively reinforcing learning and behavioural expectations during the activity

Student online behaviour expectations: Acceptable Use Agreement

Staff must ensure students are aware of behavioural expectations when engaging in digital learning activities.

Agreements play an important part in describing how St Mary's educates and supports its students as well as the expectations for students to be safe, responsible and ethical users of digital technologies.

It is recommended that teachers work through and discuss the behaviours described in the agreement with their students. Inclusion of student voice in this discussion can assist with addressing relevant issues and the sharing knowledge of current technologies and social media sites. The agreements must be accurate, communicated across the community and reviewed regularly. Sending a copy of the agreement home or publishing it on the school website will assist parents to support their child's appropriate internet use at home.

St Mary's also recommends that parents discuss, develop and implement a similar 'family agreement' at home. This will assist students to understand what is and isn't appropriate behaviour and that appropriate behaviour is expected everywhere and anytime they are online.

When developing the agreements St Mary's:

- ensure the safe and responsible use of digital technologies is the paramount consideration
- ensure that the agreements is consistent with their school student engagement policy
- add information about programs, online and digital technologies including social media tools specific to their school
- describe strategies designed to teach students to be safe, responsible and ethical users of digital technologies when they are not at school
- provide information to parents and/or carers about the agreement, the school's programs and considerations for at-home use of online and digital technologies
- retain a copy of the completed and signed agreement on file at the school

Students' signing of these agreements is aimed to raise awareness and support student learning. There are some online activities which are illegal and schools are required to report these to appropriate authorities.

Privacy in online environments

All Staff must take reasonable steps to ensure that personal and health information they create, handle or have responsibility for are kept secure at all times, and only collect, use and disclose it in appropriate ways.

Online services and applications, including cloud technologies, often handle student or parent information. These services usually require personal details to create an account or 'login' and often also provide an opportunity for personal information to be created or stored within the software by a teacher and/or student.

Privacy impact assessments

When considering using an online service or application that handles personal information St Mary's must:

- Obtain agreement to do so from the school principal or leadership team. This can be done via email or a meeting.
- Conduct an assessment to identify any privacy and security risks, and document what actions are required to mitigate these.
- Consider whether consent for use of the service is required, and if so, whether opt-in or opt-out consent is most appropriate for the specific situation.
- Ensure parents are adequately informed about the use of the online service.

Digital copyright

Digital material on the internet is protected by copyright in the same way as other copyright works. The material that comprises a website may be owned by different people.

Posting photographs online

Permission to use photo/video and student work

Dear Parents/Caregivers,

This eForm has been updated on Tuesday 25th of May. **Please revisit your responses and ensure they reflect your current permissions in relation to your child(ren).**

As we now publish the school Candela on the school website the permissions relating to photos/videos and student work will be taken from website permissions.

Digital Schools, the provider that creates the content for our school website, will be visiting the school this year to update the current photos and videos (all content currently was taken in 2020). **As such we would like you to please ensure these permissions are up-to-date.**

For any questions or clarification about this request please contact,
Amanda Greig
ICT Leader
agreig@smgreensborough.catholic.edu.au (http://agreig@smgreensborough.catholic.edu.au/)
(http://agreig@smgreensborough.catholic.edu.au/)

The original letter regarding permissions is attached below:

At St Mary's we enjoy recognising and celebrating the achievements and learning growth of our students and showcasing our students on a variety of forums.

To successfully achieve this we require parents/caregivers to grant permission for their child to have their work and/or photograph/video published on particular forums. Photographs/video or work used will only contain the first name of the student.

Teachers may use photographs or video students' work in order to assess and provide feedback to students and parent. If this work was to be used for any other purpose, further permission would be sought.

If you require any clarification about this request please contact,
Amanda Greig
ICT Leader
agreig@smgreensborough.catholic.edu.au (http://agreig@smgreensborough.catholic.edu.au/)
(http://agreig@smgreensborough.catholic.edu.au)

I give permission for my child's work samples (in relation to my child's school work or school activities) to be published on the school website (including the Candela and other Newsletter publications):

☐ Yes
☐ No

I give permission for my child's photograph/video to be published on the school website (including the Candela and other Newsletter publications):

☐ Yes
☐ No

I give permission for my child's photograph/video to be published on their individual Seesaw account (only accessible to family members linked to the account):

☐ Yes
☐ No (if selected your child and their teachers will only be able to post work samples on Seesaw)

I give permission for my child's photograph/video to be published in group learning situations on Seesaw account (will be accessible to family members of all students tagged):

☐ Yes

☐ No

I give permission for my child's photo/video to be used for school promotional material:

☐ Yes

☐ No

I give permission for my child's work samples to be published on official St Mary's Parish Primary School social pages administered by the school:

☐ Yes

☐ No

I give permission for my child's photographvideo to be published on official St Mary's Parish Primary School social pages administered by the school:

☐ Yes

☐ No

Please sign:

Type your name and sign below [   ]

Live Chat

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 Catholic 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 Mary's Catholic 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 Mary's Catholic Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Mary's Catholic 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

Prep , Year 1 and Year 2 Network, Internet & Device User Agreement 2021

Dear Parents/Caregivers,

Please carefully read and discuss each of the following points with your child. Once you have read and discussed each point please ask your child to sign and then also sign yourself.

Prep , Year 1 and Year 2 Network, Internet & Device User Agreement 2021

Computer use and Internet access at St Mary's takes place in a safe, secure and supervised environment. A pre-requisite for students using the computer and Internet is that they agree to the following terms and conditions of use. Teachers will assist students to understand their responsibilities with Internet and Network usage.

As partners in the student's education, parents are requested to reinforce this Student User Agreement with their child/ren.

1. I will look after all ICT tools provided by St. Mary's Parish Primary School.
2. I will have clean hands when using the iPads and touch screen computers. I will follow teacher direction when using digital technologies including; Computers, iPads and Chrome Books.
3. I will only visit the internet sites and apps my teacher gives me permission to use.
4. I will respect the work of others when using online collaborative tools, for example: Google Apps for Education (GAFE).
5. I will not change any digital settings or try to add any apps.
6. I will follow the Responsible Use of the iPads Guidelines (below).
7. I will only use my first name when communicating online and not share any personal information such as the name of my school, the school address, a photo of myself without adult consent, my personal address or phone number.
8. I will always be polite, respectful and safe when communicating online.
9. I will turn off the monitor and tell an adult if I see anything that makes me feel unsafe or uncomfortable.
10. I will only log on using my own username and password and not share these with anyone else.
11. I will responsibly log off and shut down the computer when I have finished using it.

Guidelines for iPads
- I will always wash my hands before using the iPads.
- I will always use two hands when carrying my iPad.
- I will make sure I always know where the i-pad is located.
- I will only use apps and programs my teacher has instructed me to use.
- I will be responsible and make smart learning choices while using my iPad.
- No liquids or food around my iPad.
- I will use the stylus with respect.
- I will only search on educational sites approved by my teacher.

Parent/Caregiver -

I have read and discussed this agreement with my child. I understand that breaking the agreement will result in the loss of their right to use the computers or other technologies for a period of time.

I understand that if my child is not following the agreement, I am responsible for payment to repair or replace damaged equipment.

Parent/Caregiver please sign:

Type your name and sign below [_____]

Participant Acceptance *

☐ **Student -**
I agree to follow the above rules and I am aware that breaking them will result in an appropriate consequence.

Your Name

[   ]

Year 3, 4, 5 and 6 Network, Internet & Device User Agreement 2021

Dear Parents/Caregivers,

Please carefully read and discuss each of the following points with your child. Once you have read and discussed each point please ask your child to sign and then also sign yourself.

Year 3, 4, 5 and 6 Network, Internet & Device User Agreement 2021

The use of technological digital devices and Internet access at St Mary's takes place in a safe, secure and supervised environment. A pre-requisite for students using the technological digital devices and Internet is that they agree to the following terms and conditions of use. Teachers will assist children to understand their responsibilities with devices, Internet and network usage.

As partners in the student's education, parents are required to reinforce this User Agreement with their child/ren.

Care and Usage
1. I will only download or upload material to Google Apps for Education (GAFE), Seesaw and the internet with permission of a teacher.
2. I will take care of digital technologies and devices.
3. I will always keep food and drink away from digital equipment.
4. I will not change settings on the network, internet, Chromebook or devices.
5. I will only use my school email and G Suite account for learning purposes (e.g. I will not use my school email address to sign up to other platforms without approval from a teacher).
6. I understand that I leave a digital footprint, every time I use a digital device.
7. If applicable: I will ask the teacher's permission before using a USB. I will ensure my USB only contains appropriate content for school.

Work Habits
1. I will follow instructions from teachers about the use of digital devices and the internet.
2. I will use my technology time efficiently and productively.
3. I will only use my school email, G Suite and Seesaw for school work purposes.
4. I will only search for educational material that has been approved by my teacher(s).
5. I will only access internet sites containing appropriate material and I will not subscribe to any online content without my teacher's permission.
6. I will use, access and place my online learning in Google Apps for Education (GAFE).
7. I will remember to always be cyber safe. I will always be polite, respectful and safe when communicating online.
8. I will speak to a teacher if I know someone is not following the agreement.

Respect for Myself and Others
1. I will only use my own username and password, which I will keep private. If I feel my password is not secure I will let my teacher and/or the ICT Leader know immediately.
2. I will log off when I move away from the computer\device.
3. I will not attempt to access the online platforms of St Mary's Staff or other students; including Google Apps for Education (GAFE) and Seesaw.
4. I will be respectful, responsible and cyber safe when communicating online by using appropriate language.
5. I will not access any social networking sites while at school from any electronic device.
6. I will not use my school email address for anything other than learning activities approved by my teachers.
7. I will not take photos, screenshots or any other type of digital image of others or their work without permission from a teacher.
8. I will not send or copy any materials (e.g. pictures of myself or others) without my teacher's permission.
9. I will not upload photos of myself or others in school uniform or onto any social media platforms.
10. I will keep all personal details of myself and others private (e.g. I will not use my fu name, address or phone number, etc.)

11. If I come across any inappropriate material, on the internet I will turn the monitor off, close the laptop and tell the teacher and/or trusted adult. I will tell an adult if someone sends inappropriate messages or I see or hear something online that makes me feel uncomfortable.
12. If anything online makes me feel uncomfortable, I will tell a trusted adult and the trusted adult will take a screenshot for me and send it to the ICT Leader and/or other appropriate teachers at school if required.

Parent/Caregiver –

I have read and discussed this agreement with my child. I understand that breaking the agreement will result in the loss of their right to use the computers or other technologies for a period of time.

I understand that if my child is not following the agreement, I am responsible for payment to repair or replace damaged equipment.

Parent/Caregiver please sign:

Type your name and sign below [   ]

Participant Acceptance *

☐ **Student –**
I agree to follow the above rules and I am aware that breaking them will result in an appropriate consequence.

Your Name

[   ]

St Mary's Staff User Agreement

St Mary's provides staff with access to the internet and e-Learning resources. St Mary's promotes positive online behaviour and will make every effort to ensure the safety of teachers whilst online.

Staff include all full-time, part-time, casual or temporary employees, and any parents or volunteers who use the ICT systems at St Mary's Primary School. The agreement applies to all employees, including permanent, fixed term contract, temporary staff and any guest. Visitors will be given instructions and support to access the Guest Wifi.

The agreement governs the use of, but is not limited to:

- Using the internet and intranet and viewing material electronically
- Downloading or accessing files from the internet or other electronic devices (e.g. iPads)
- Email
- Social media
- Saving, storage or sharing of files
- Media streaming
- Video conferencing
- Printing
- Photographs
- Devices

This agreement sets out what the school considers is acceptable use of St Mary's electronic and digital devices and includes the following:

- School supplied telephones, voicemail, fax facilities and photocopiers.
- School supplied devices such as laptops, chromebooks, ipads, cameras etc
- School supplied software and network tools (ie. browsers and internet access facilities).
- Educational Google accounts and GAFE.
- Privately own devices using the St Mary's Wifi.

Personal Use

The email systems may be used to communicate internally and externally. The school provides you email facilities to communicate and enhance your productivity. As with other electronic communications, there may be occasions to use these facilities for personal purposes.

Personal use is permitted so long as you:

- Adhere to the Acceptable Use Policy.
- Optimise the use of devices to support and enhance learning

Prohibited Use

St Mary's electronic communications systems may not be used inappropriately, this includes the following purposes:

- For personal financial gain or loss;
- To solicit others for activities unrelated to St Mary's activities, or in connection with political campaigns or lobbying;
- To distribute defamatory or obscene material;
- In connection with any infringement of another person's intellectual property rights (eg. Copyrights);
- To reveal or publish St Mary's proprietary or confidential information;
- In connection with any attempt to penetrate computer or network security of any company or other system, unauthorised access (or attempted access) to any other person's computer, email, voicemail accounts or equipment;

- In connection with the violation or attempted violation of any other law;
- To transmit any material in violation of any law or damaging to a person's or company's reputation,
- In breach of St Mary's Discrimination Policy
- Inappropriate use may result in disciplinary action which may include but is not limited to warnings, counselling and/or termination of employment.

Breach of Discrimination Policy

Under no circumstances may any electronic communication at St Mary's be in violation of St Mary's Discrimination Policy.

Examples of unacceptable content of communications include:

- Sexual explicit messages, images, cartoons or jokes;
- Unwelcome propositions, requests for dates or love letters;
- Profanity, obscenity, slander or liable;
- Ethnic, religious or racial slurs;
- Political beliefs or commentary;
- Comments on the physical appearance of other members of St Mary's community whether they are recipients of the message or not;
- Comments of a sexual, sexist or racist nature or making inference of comments about a person's sexual preference;
- Degrading comments or any other message that could be construed as harassment or disparagement of others based on race, disability, sex, sexual orientation, age, national origin, pregnancy or potential pregnancy, parental or carer status, marital status, industrial activity, physical features, religious or political belief/activity or state of health

When communicating with others, consideration needs to be given to the recipient's views and opinions and needs to be conducted in a respectful manner.

If the message offends, humiliates or intimidates another person it may breach the policy and relevant legislation.   St Mary's and/or individual employees may be held liable for the content of messages which are offensive. Copies of internet mail messages may be requested by external tribunals as discoverable documents if a complaint of harassment or discrimination is made against you or St Mary's.

Receipt of messages

Clearly the potential exists for inappropriate messages to be received by an individual (from sources internal and external to the school).   This may be material out of your control.   However, further internal and external distribution of such messages should not occur.   The mere on-forwarding of inappropriate messages/material may be sufficient to breach St Mary's policy and/or relevant legislation.   It is not necessary for the sender of the message/material to have created it.

Email addresses should only be provided to:

- Relevant School contacts
- Business/education contacts
- Family/friends
- Be selective about opening messages from unknown senders after reviewing address etc

Complaints

You have the right to complain to the Principal or Deputy Principal about inappropriate use of electronic communication systems, if you believe a message is offensive, humiliating or intimidating. You are also encouraged to advise the sender of a message that you believe it is offensive or

inappropriate, if possible. All complaints will be treated impartially, confidentially and addressed promptly.

If a complaint is substantiated, appropriate disciplinary action will be taken against the individual/s concerned. This may include but is not limited to warnings, counselling and/or termination of employment.

Security

It is your responsibility to make all reasonable efforts to ensure that confidential information does not fall into the wrong hands.

Care should be taken when electronically communicating confidential information or documents or other sensitive material over external lines, particularly over the internet.

Where the information is particularly controversial or confidential it should not be sent electronically.

Tone

Due to the fact that electronic communications arrive with no humanised interaction, all staff are encouraged to discuss difficult issues face to face or at least over the telephone. Electronic communications are not to be used to reprimand or publicly disparage an individual. Care should also be taken to ensure the tone is professional with correct spelling, grammar and written in an efficient manner.

Electronic communication

Electronic communications are not to be relied upon for urgent communication. Because an email is sent, it does not mean that it is read and adhered to.

Privacy

An electronic communications message sent or received, is the property of St Mary's and may be viewed by the Principal or IT Leader at any time. In no way can or should you regard an electronic communication as confidential. You should not send by electronic communications any message that could not be viewed by an outside party.

Zscaler is the filter which is used at St Mary's. When breaches are reported, Zscaler records will be accessed to monitor usage.

Monitoring of electronic communications will only be conducted by the Principal or Deputy Principal, Network Administrator or the CEM staff, the information will remain confidential and will be dealt with in the appropriate manner.

Incorrect Use

Zscaler is the current filter which is used to monitor internet usage.

Download Information

You may download appropriate business/school related material that is text or image based from the internet. Before purchasing or installing new software and licences this needs to be approved by the ICT Leader/Teaching and Learning Leader and Principal.

Device usage

Computers and devices are provided to enable St Mary's employees to perform their job in an efficient and safe manner. A duty of care is required from all employees to ensure the electronic devices and computers are secure and protected from damage.

Security

To ensure the computer and information stored on it is secure, all employees are required to have a password protector to ensure access cannot be gained if the computer is unattended.   Passwords should be kept private and changed regularly.   If you suspect someone knows your Network password, email Network Administrator immediately or if it is a Google password reset. Important information should be backed up onto the server or online facilities.

New Apps

When teachers require new apps on I-pads they need to send an email to the ICT Leader to request approval.

Confidentiality

Information is available on the school's computer systems to enable users to have access to the information at the touch of a button.   Some of this information is highly confidential.   This information is received by the employee in the course of their employment with St Mary's for the purpose of enabling the employee to properly carry out the terms and conditions of employment.   The employee will not duplicate, reproduce or distribute confidential information except what is necessary to properly perform the employment duties without the approval of the Principal.

Incorrect Use

You must not:

- Change, alter, remove or swap the internal and external components of the hardware and software of the computer without prior documented consent from the network administrator.
- Borrow or remove any computer or electronic equipment without the authorization from the Principal or ICT Leader.

Copyright

The employee acknowledges by signing this "Computer Usage Policy" that St Mary's holds copyright in all works created by the employee during the   course of their employment.

Copying Software

You must not make any software copy without a prior, good faith determination that such copying is in fact permissible. For example, it is a violation to make more copies of licensed software than the license allows, or to download, use or distribute pirated software.

Do not download software onto the school's system without the proper approval or authorisation. Not only does this breach policy, it also exposes the network to viruses and may overload computing resources. This includes screen savers and other software and shareware available for free on the Internet into St Mary's.

Network, Internet and/or computer problems

Contact ICT Leader/Technician immediately with Network Administrator with any e-learning problems. If you suspect that your computer has a virus contact Network Administrator.

Google

Staff responsibilities when teaching ICT at St Mary's include:

- Explicit teaching of responsible online use and Cyber Safety using available resources in particular the e-Smart and ACMA Cybersmart website (http://www.cybersmart.gov.au/).
- Instruct and supervise the appropriate use of ICT systems and equipment.

- Provide well planned activities to minimise the potential for inappropriate use of the ICT systems and equipment and maximise the benefits of ICT to enrich student learning.
- Encourage students to alert a teacher immediately if inappropriate content is found.
- Adhere to the concept of intellectual property and moral rights to ensure students know what is meant by copyright and how to cite works appropriately.
- Ensure all ICT equipment is used for its intended purpose.

Read and agree to the following St Mary's policies:

- Social Media Policy
- Mobile Device for Staff Policy

Students

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

- a copy of St Mary's Catholic Primary School's User 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 Mary's Catholic Primary School provides staff with the following:

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

Process for dealing with Online Issues - Home Related

Child comes to teacher about a online issue occurring at home that involves teachers/students at St. Mary's Parish Primary School.

Teacher comes across online issue occurring at home that involves teachers/students at St. Mary's Parish Primary School.

Teacher asks the student "Have you told your parents?"

Teacher asks the student for permission to access device to obtain evidence.

If evidence identifies the school or the community a copy will be made, ownership rights of the item may be withdrawn.

YES
- Teacher asks 'What did your Parents say / do about the situation?'
- If students are not clear with response, probe further to ensure parents are informed.
- Review cybersafety and guidelines with students / class.
- Ensure Principal and Deputy Principal/ICT Leader are informed.
- Follow up with all students / parents involved.
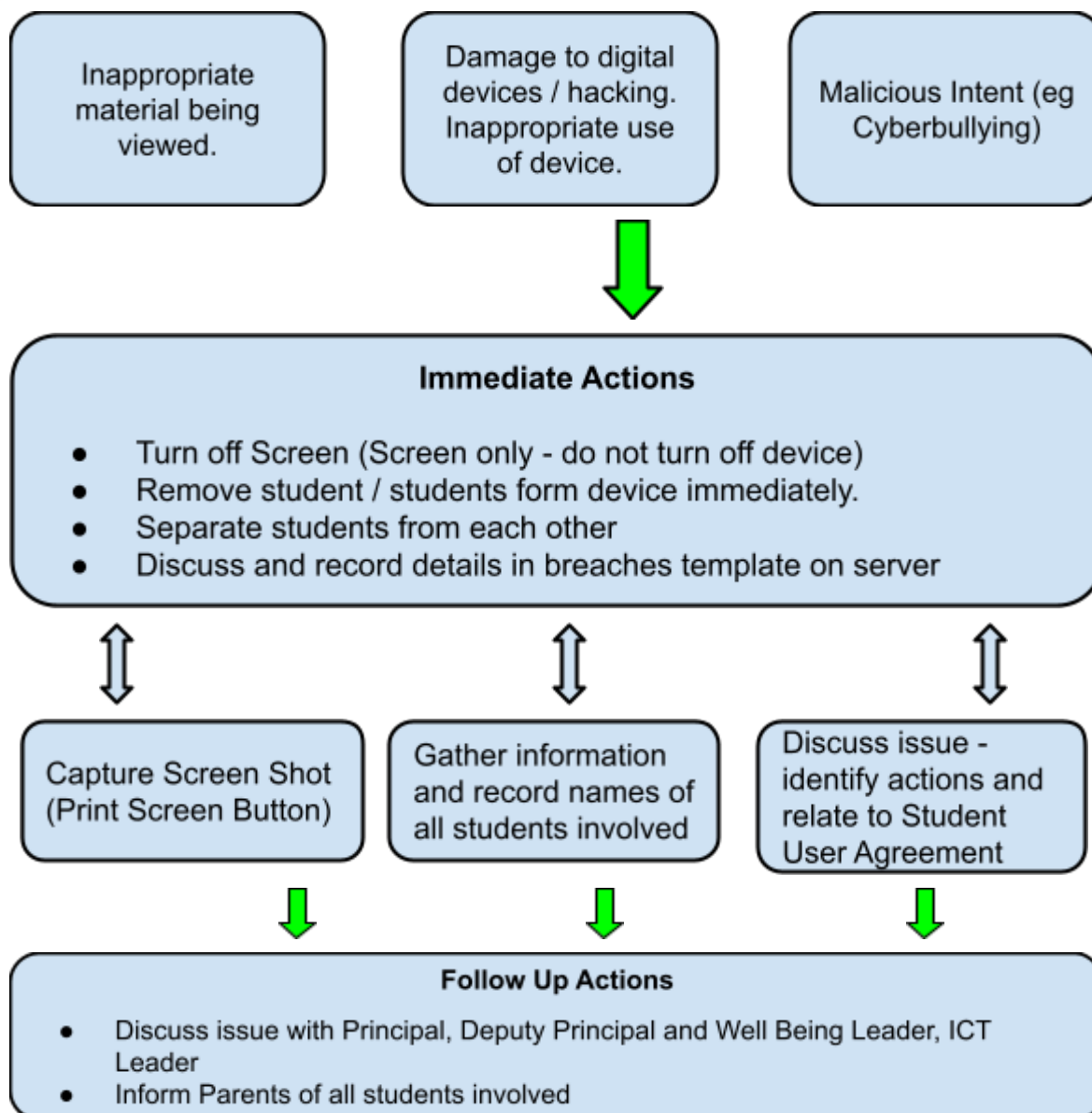
NO
- Ask the student to inform his / her parents ASAP to deal with the situation
- Follow up communication with parents
- Review cybersafety with students / class
- Ensure Principal and Deputy Principal/ICT Leader are informed.

- Ensure Principal and Deputy Principal/ICT Leader are informed.
- Student/s does not give consent.
- **Parents are called immediately.**
- Student agrees to share evidence.
- Ensure safety of students and teachers.
- Evidence is obtained to store in breaches folder in Admin.
- Follow up with all students / parents involved.

Moving Forward
- Create a plan that educates and restores the situation
- If appropriate, discuss issue with class and relate to Student User Agreement and / or Class Cybersafety Vision

Adapted from St. Peter's Epping July, 2015

Inappropriate material being viewed.	Damage to digital devices / hacking. Inappropriate use of device.	Malicious Intent (eg Cyberbullying)

Immediate Actions

- Turn off Screen (Screen only - do not turn off device)
- Remove student / students form device immediately.
- Separate students from each other
- Discuss and record details in breaches template on server

Capture Screen Shot (Print Screen Button)	Gather information and record names of all students involved	Discuss issue - identify actions and relate to Student User Agreement

Follow Up Actions

- Discuss issue with Principal, Deputy Principal and Well Being Leader, ICT Leader
- Inform Parents of all students involved

Adapted from St. Peter's Epping July, 2015

Programs to support the policy

- eSmart — assists schools to develop a culture that promotes the safe, smart and responsible use of technology.
- The eSafety Commissioner — the office provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying and image-based abuse. Any external providers to the school are selected form the Trusted eSafety Provider Program https://www.esafety.gov.au/educators/trusted-providers

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
- Digital Technologies Policy
- Mobile Device for Staff Policy
- Parents Association Facebook Policy
- Student Behaviour Policy.