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

Scope

This policy applies to members of the St Anne's 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 include 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 Anne's .

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

Students and staff at St Anne's 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 Anne's 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 Anne's 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 Anne's 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 Anne's.

Duty of Care

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

Websites

St Anne's 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 – See Appendix 1 and 2

Students

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

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

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

Related school policies

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

INTERNET ACCESS /ACCEPTABLE USE POLICY ACKNOWLEDGEMENT

St Anne's Primary School provides Internet and Email access to students and staff, as we believe in the educational value of this facility and its potential to support student learning.

We ask you to give your child/children permission to use the Internet and Email facilities provided at this school and to acknowledge that you have read and understood our Internet Access / Acceptable Use policy.

We also ask that you read and discuss this policy and the Acceptable Use with your children who attend this school and ask that they sign to show that they have understood their access rights and responsibilities.

<u>YEAR 3-6 USING OUR NETWORK – ACCEPTABLE USE</u>

1.   I will always use language and behaviour that I know is appropriate and respectful to others when using the school's technology and online learning spaces.

2.   My password is important to me. I will try to remember my usernames and passwords and I will not use or share anyone else's username or password.

3.   When accessing the internet I will only use websites or applications that the teacher has recommended.

4.   Privacy is very important to me. I will not give out my personal information or information about another person such as name, address, email address or telephone numbers. I will always let the teacher know if someone is asking for these.

5.   I will care for and respect our school's Information Communications Technology resources at all times.

6. My own Personal Mobile Devices (iPods, iPads) or Handheld Gaming Devices (Nintendo DS, Playstation PSP etc) will remain at home and not be brought to school.

7. If I have been granted permission to bring a mobile phone to school, I will hand it in to my teacher every morning and collect it after school.

8. When using the internet for communication, all replies and posts will relate to my learning and the learning of others.

9. My school email is to be used for school based activities only. I will not open any emails, attachments or links in an email from any one I do not know. I will not use any other email at school.

10. Social Networking sites (Facebook, Instagram etc) are not to be accessed on school computers/mobile equipment, or on the school premises.

I understand that any breach of this code of practice will result in me losing the privilege of access to the School's Network, Email and World Wide Web.

I _____ Parent/Guardian of

_____in Year _____have read

and understood the Internet Access/User Agreement Policy and allow

my child Internet access as set out in the Policy.

Signed _____   **Date;_____**

I _____ of class

_____understand the Guidelines set by this school for

Internet Access/Acceptable Use and agree to follow them.

Signed; _____   **Date; _____**

USING OUR NETWORK: Junior Acceptable Use

Look after our technology

Carry our technology carefully

Share our technology with others

Speak and act respectfully when recording
or using the internet

Remember your Password and keep it to yourself

Only use websites or apps that the teacher asked you to use

Always ask the teacher if you would like to try something new

_____

I _____ Parent/Guardian of

_____in Year _____have read

and understood the Internet Access/User Agreement Policy and allow

my child Internet access as set out in the Policy.

Signed _____   Date;_____

I _____ of class

_____understand the Guidelines set by this school for

Internet Access/Acceptable Use and agree to follow them.

Signed; _____   Date; _____
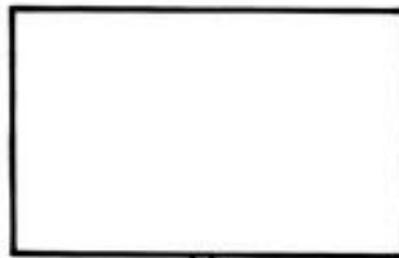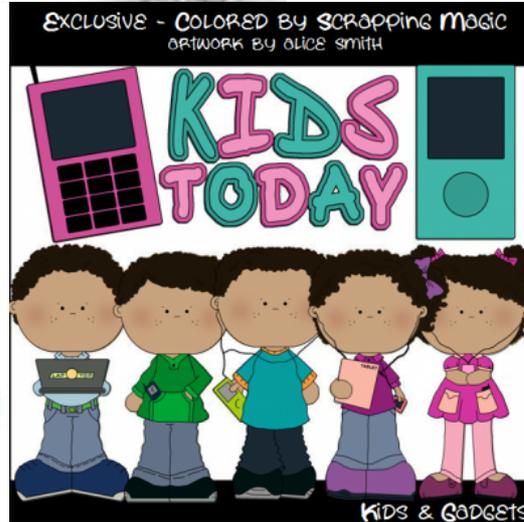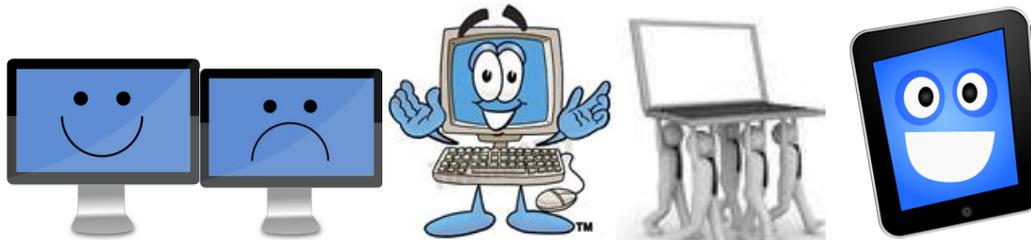
APPENDIX 2

NOTE TO PARENTS RE: INAPPROPRIATE INTERNET ACCESS

Date………..

Dear Mr/Mrs…………………….

Your child…………………………………. had his/her Internet Access rights revoked today for a period of……………………….. due to their continued inappropriate use of the Internet.

Please discuss this matter with your child, and remind him/her of the guidelines for Internet use set out in the Internet Access Policy.

If you have any questions concerning this matter, please contact the teacher involved, or the Principal for an interview.

Please sign and have your child return this form tomorrow.

Yours Sincerely,

Teacher………………………………………….

Principal…………………………………………

Parent's Signature………………………….