Holy Cross Catholic Primary School

ICT Acceptable Usage Policy
Schools

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 Holy Cross Catholic Primary School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within 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 Holy Cross 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 Holy Cross 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. Holy Cross 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.

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 Holy Cross Catholic Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the Holy Cross 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.

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 Holy Cross 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 Holy Cross 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 Holy Cross 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 Holy Cross Catholic Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Holy Cross 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 Holy Cross 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 Holy Cross 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 Holy Cross Catholic Primary School against any student or staff member is who 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 Holy Cross Catholic Primary School.

Duty of Care

Holy Cross Catholic Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Holy Cross Catholic Primary School 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. principal, Regional General 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 activated, and where appropriate, passwords are used by staff and students of Holy Cross Catholic Primary School. Firewalls will 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 Holy Cross 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. Holy Cross Catholic Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Holy Cross Catholic Primary School may create, of 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 – Please see appendix A

Drafting notes: A student declaration outlining the conduct expected of students when using digital technologies. This should be aligned to the school's student behaviour management policy. This declaration should be written using student-friendly, age-appropriate language, that can also be communicated verbally for younger students, English as an Additional Language or Dialect students and students with special needs, to enable understanding and agreement.

Acknowledgement section for students and parents to declare their understanding of the Acceptable Usage Agreement by providing their signatures. Additionally, for younger students, English as an Additional Language or Dialect students and students with special needs, communication acceptable use of ICT using simple language and images may be useful to enable understanding, acknowledgement and agreement.

Students

Holy Cross Catholic Primary School provides students and parents/guardians/carers with the following:

- a copy of Holy Cross Catholic Primary School 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/carer 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. Holy Cross Catholic Primary School provides staff with the following:

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

Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies

- Codes of conduct for students, parents and staff
- Holy Cross Catholic Primary School Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student and Learning Technologies
Approving authority	MACS Executive Director
Assigned board committee	Education Policy and Strategy
Risk rating	High
Approval date	14 September 2022
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Related documents	ICT Acceptable User Agreement – Staff ICT Acceptable User Agreement – Students
Superseded documents	ICT Acceptable Use Policy – v1.0 – 2021
New policy	

ICT – Student User Agreement

With students increased use of technology comes responsibility and an awareness of cyber safety, best taught in partnership with parents/guardians. At Holy Cross Catholic Primary School we expect our students to act with honesty and integrity and exercise good judgement while using technology.

1. School Offering

Holy Cross Catholic Primary School uses the Google Apps for Education (GAFE) platform and provides students with a personalised email and drive. Student internet usage with this account is not private when used at home or at school and Holy Cross Catholic Primary School reserves the right to access, view and monitor a student's incoming and outgoing messages and files to protect the rights and safety of all students. Data created with this account can be stored securely offsite and overseas by Google (as per Australian Privacy Act (AAP8).

Holy Cross Catholic Primary School takes every precaution to protect your child, by using a filtered internet through the Victorian Educational Channel, kidsafe search engines and restricting youtube access, games and downloads. As well as teacher supervision and random audits of computer internet histories, **however we acknowledge that full protection from inappropriate online content can never be guaranteed.** Our safeguard systems alert us to inappropriate use and we administer the agreed consequence to ensure the wellbeing and safety of all students in our care.

While Holy Cross Catholic Primary School appreciates the additional benefits of technology, we endeavour to restrict student screen time acknowledging that a student's school day must include a variety of learning experiences.

Through the school's STAR (Science, Technology, Arts & Reasoning) specialist lessons, students will learn about protecting their personal information, creating a positive digital footprint and staying safe online.

2. Personal Devices

The use of personal electronic devices is discouraged at school and if brought to school must be handed into the office before class begins and will be returned at the end of the school day. The school cannot accept responsibility for theft, loss, damage or health effects (potential or actual) resulting from any device use.

3. Student Expectations

- No food or drinks near the technology equipment

- Responsible and respectful online behaviour at all times

- Use technology equipment with care and carry it with 2 hands

- Your password must be kept a secret to protect your account

- Do not put any photos or videos of yourself or others online unless sharing safely as requested by the teacher

- Let a teacher know if you receive/come across something inappropriate or uncomfortable

- Use only sites and applications that your teacher has directed you to and do not deliberately search for something rude or bad

- Understand that your account and internet is not for personal use and is monitored by Holy Cross staff

4. Consequences

Failing to abide by this Student User Agreement will result in the following consequences as agreed by the specialist teacher, classroom teachers, wellbeing leader and principal.

1. Warning

2. Loss of Device for 1 day

3. Loss of Device for 2 days

4. Loss of Device for 1 week

Please note that if the breach is counted as severe, a more severe consequence may be deemed necessary. In cases 3 and 4 a letter will be sent home to parents/guardians detailing the breach that occurred. Subsequent breaches will incur a more severe consequence.

If a technology device is damaged, parents will incur the cost to repair or replace the device.

5. Declaration

We have read and fully understand the *2023 Student Digital Technologies User Agreemen*t, including the consequences for poor choices of misusing technology.

Parent/Guardian Signature: ……………………………………………………. Date ..…./…..../…….

Student Signature : …………………………………………………….

NB: This Agreement will be explained to students by the Digital Technology Teacher as part of Induction to the STAR program.

ICT – Staff User Agreement

Holy Cross Catholic Primary School advocates the use of technology as a tool to expand teaching and learning opportunities and to equip our 21st century learners with the necessary skills for their future education and careers. This policy outlines your technology responsibilities.

1. School Offering

Holy Cross Catholic Primary School uses the Google Apps for Education (GAFE) platform, offering personalised email, documentation, presentation and file sharing.

These accounts are held securely on the MACS' domain (although data may be stored overseas (as per the Australian Privacy Act (AAP8)) and remain the school's property, even when access is gained from a personal or home device. The Computer Administrator may audit and view material and refer computer misuse to the Principal who may take disciplinary measures.

All external correspondence by email is identified as coming from Holy Cross Catholic Primary School and automatically includes a disclaimer.

School emails must not be sent that may be considered offensive, defamatory, obscene, discriminatory, insulting or disruptive to another person (including inappropriate images and personal comments about parents, colleagues, students or Holy Cross Catholic Primary School's administrators.

Computer Users must not access, view, download, print or send messages or attachments (including to/from personal/home email addresses). Emails on school accounts must never include inappropriate language, sexually explicit messages or images, offensive or inappropriate cartoons, videos or jokes, religious, cultural or racial slurs, insensitive material containing disrespectful comments in relation to disabilities, sexual orientation or physical attributes.

Employees must not send chain mail, participate in online games (including gambling), join chat groups or engage in personal advertising or profit making.

2. Supporting Students using technology

Students are permitted to access school iPads and chromebooks upon completion of a signed *Student User Agreement .* Teacher supervision is required during computer use in the classroom/specialist rooms and **computer usage is to be avoided when splitting grades, due to lack of adequate supervision.** Any minor computer misuse issues are to be dealt with appropriately in the class, where the misuse has occurred. Major misuses are to be raised with the Computer administrator and Principal and all cyberbullying school issues are to be logged in *'NFORMA Wellbeing' .*

While Holy Cross Catholic Primary School appreciates the additional benefits of technology we endeavour to restrict student screen time to a maximum of 3 hours a day (ie. 15 hours a week) for middle and senior students and 2 hours a day (ie. 10 hours a week) for junior and foundation students, acknowledging that a students school day must include a variety of learning experiences.

Teachers should consider the SAMR technology integration model, when considering the use of technology in their lessons, substituting a task using computers adds minimal value. It is only where we transform a task with the aid of technology that students truly benefit.

The SAMR Model for Technology Integration
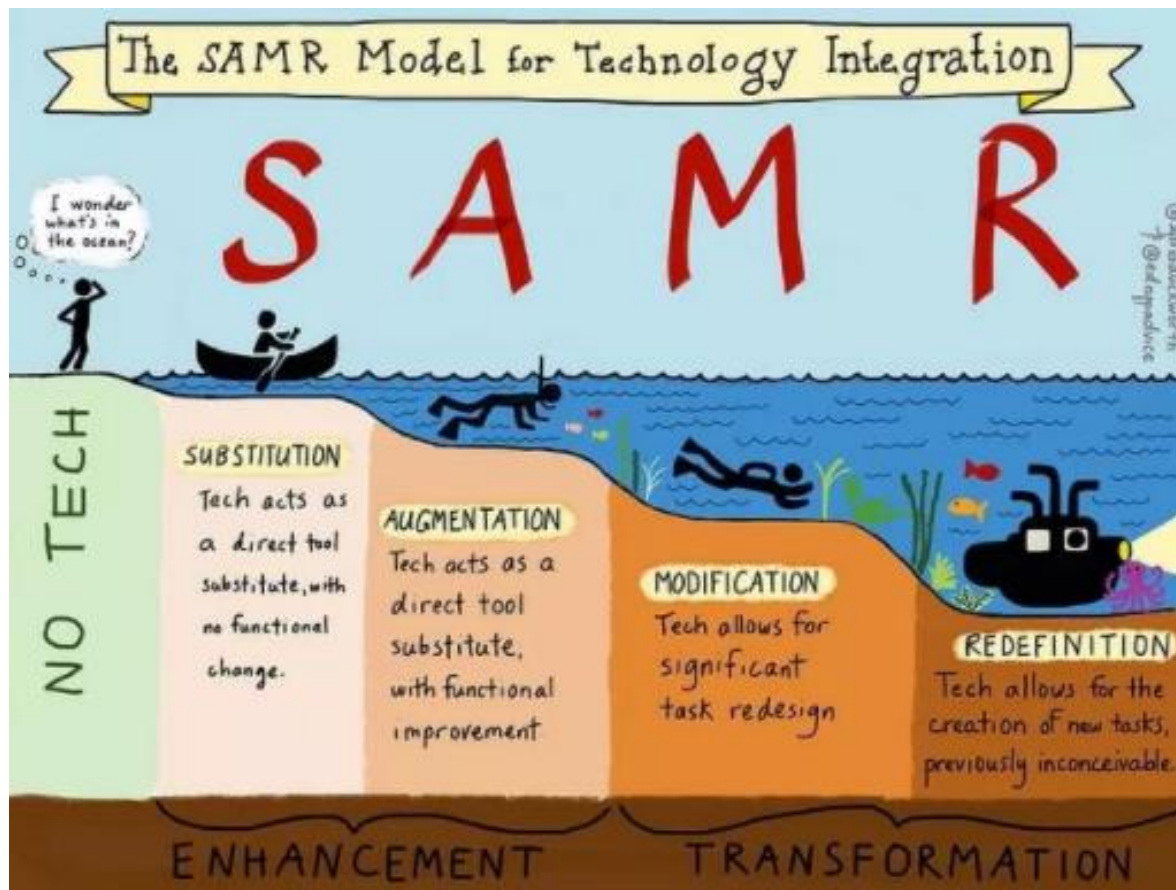
3. Personal Devices

Holy Cross Catholic Primary School allows staff to use personal computers and devices within the school domain. To ensure your personal device is able to access the school network, the School Computer Administrator will need to ensure:

- Virus protection is adequate

- Ensure your power cord has previously been tagged and tested and deemed safe

- Add our Wifi credentials and security certificate to allow internet access.

Keep in mind that no school licensed programmes can be added to personal computers/devices and that the school cannot accept liability for damages to personal equipment, used on the school premises.

IT support and trouble-shooting of errors will be restricted to software used for school purposes. Any issues relating to the personal computer/device hardware, operating system or third party software will need to be referred to manufacturers for IT support.

4. Safe computer practices

All photos of students taken on personal devices must be transferred and stored on the schools shared photo folder located on the Drive.

When working from home, all work must be saved to the school network folders, not locally to your personal computer/device. Should you be sent an unsolicited email from an unknown sender including a downloadable file or link, there is a risk it may contain a computer virus:

- do not click on any links within the email or download any attachments

- do not forward this email to any other users

- delete the email and remove it from your trash folder

5. Staff Departures/Absences

Should your tenure with Holy Cross Catholic Primary School be suspended or come to an end, your school google account will remain open for two weeks from your employment cessation date. Therefore please ensure your online CDF payroll account is linked to a personal email not your school email address. Following this two week period your account will be suspended and any documentation created by you or shared with you will remain the intellectual property of Holy Cross Catholic Primary School. Should there be a need to retrieve any documentation from your school account all requests must be in writing to the principal@hcmickleham.catholic.edu.au to be actioned at their discretion.

Federal and relevant State laws apply and bind Holy Cross Catholic Primary School and its employees. A breach of this policy may result in the School and/or its employees breaching the following Federal/State legislation: Racial Discrimination Act 1975 (Cth), Sex Discrimination Act 1984 (Cth), Disability Discrimination Act 1992 (Cth), Equal Opportunity Act 1995 (Vic), Privacy Act 1988 (Cth),Privacy and Data Protection Act 204 (Vic).

To retain/gain staff computer access, please cut, sign and date section below and return to the Principal within 5 days of receipt of this policy.

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STAFF USER AGREEMENT

This *'Staff User Agreement'* is binding from the year of your dated signature.

I have read the Staff User Agreement and acknowledge, understand and fully support the conditions presented in this policy.

I am fully aware that any breach of these conditions may result in disciplinary action, including dismissal.

Employee Name: _____

Employee Signature: _____

Date: _____