

St Peter's 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 St Peter's 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 St Peter's 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 Peter's 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 Peter's 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 St Peter's School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Peter's 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 St Peter's 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 Peter's 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 Peter's 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 Peter's School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Peter's 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 Peter's 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 Peter's 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 Peter's 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 User Agreement for students used by St Peter's School.

Duty of Care

St. Peter's Primary School is an eSMART accredited school and uses cyber safe guidelines when learning with technology. As ICT is an integral part of the learning and teaching program, St Peter's School aims to assist students to be cybersmart by developing responsible, confident, creative and productive users of ICT and, in doing so, hope students will learn to understand the impact that technology has in education and on society. The use of online environments must be for an educational purpose only, appropriate for the learning objectives and balanced with other learning environments.

St Peter's School acknowledges a duty of care to students to educate young people about responsible online behaviour and to take reasonable steps to ensure digital learning is conducted in a safe and responsible manner. This is consistent with the Child Safe Standards which require schools to provide physical and online environments that promote safety and wellbeing while minimising the opportunity for young people to be harmed. Students should be protected from risks in online environments in an age-appropriate way. St Peter's School has a responsibility to act on any cyber-bullying incident that is reported to the school and impact on students no matter if it occurs during or after school hours. This includes using technology to intimidate, abuse, harass or threaten others.

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

Under the supervision of teachers, students are encouraged to be responsible for appropriate and responsible online behaviour. Prior to a student being allowed to use the school's digital technologies and accounts to access the Internet, students and their parents are required to sign an ICT user agreement. This ensures that parents and students are aware of the school's expectations relating to the safe, responsible and ethical use of digital technologies and responsibilities, and understand the consequences of inappropriate and unacceptable behaviour.

Consistent with St Peter's School 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.

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

Websites

St Peter's 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

Students

St Peter's School provides students and parents/guardians/carers with the following:

- a copy of Acceptable Use Agreement is below
- a copy of this policy.

The Acceptable Use Agreement (also known as the eLearner Code of Conduct) 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.

e-Learner Code of Conduct (Years 3 – 6)

CARE AND USAGE

When using the Computers or the Internet at St. Peter's Primary School I agree to:

- keeping food and drink away from the Chromebooks/computers/iPads
- using the Chromebooks/computers /iPads only when a teacher is present
- only log into the Internet using my school Google account
- not downloading or putting any software on the school Chromebooks/ computers/iPads, this includes games
- adding only Google apps that the class teacher has approved
- **not using my school email address to sign up for third party accounts without school permission**
- not creating folders, files and file names that contain language or images that are inappropriate
- not creating any folders or files that cannot be clearly seen by a teacher
- always logging-off the computer network when finished using computers/iPads
- not changing any of the settings on the Chromebooks/computers/iPads
- not connecting any devices such as a USB, phone or watch to the school ICT devices
- placing the Chromebook assigned to me in the charging station at the end of the day's class sessions

WORK HABITS

When using St. Peter's School digital technologies or internet accounts, I agree to:

- working cooperatively on the Chromebook/computer/iPad in a mature and courteous way
- **using the Internet to only search for information about my work**
- accessing only my emails and files
- not impersonating or falsely representing another person
- respecting the rights and confidentiality of others
- using my username and password at all times when using school digital technologies/internet
- reporting immediately to a teacher if someone is using my information
- ignoring online advertising
- ensuring that every form of online communication that I have shows the politeness and respect that is expected of all members at St. Peter's Primary School
- not harming the reputation and good standing of the school or those within its community
- communicating respectfully with others online and never participating in online bullying including intimidating, abusing, harassing or threatening others
- not making/posting defamatory, unkind or hurtful comments
- working to stop bullying and reporting it immediately to a trusted adult - I don't send mean or bullying messages or pass them on to others

- speaking to the teacher or trusted adult if I know someone is not using their Google account properly
- not copying other people's work and calling it my own, this includes information that I find on the Internet
- immediately seeking assistance when something goes wrong on the Chromebook, computer or iPad
- **using Google Apps for educational purposes only** such as email, docs and sites and in a cyber-safe way.

PERSONAL SAFETY

When using St. Peter's School digital technologies or internet accounts, I agree to:

- using only my first name when communicating with other people
- not giving out personal information such as my surname, age, photo, address or phone number
- using my created avatar that I have shared with the teacher when joining teacher directed websites
- not posting any images that could identify St Peter's School online e.g. photos depicting myself, friends, others, the uniform, school bag, school yard & buildings
- immediately turning off the monitor and telling the teacher (**STOP – BLOCK – TELL**) if I come across any information that makes me feel bad, upset or uncomfortable
- not meeting in person anyone I have encountered online without my parents' permission
- acknowledging that many social network sites such as: Facebook/Instagram/SnapChat/TikTok clearly state, "You will not use these social network sites if you are under 13."

MOBILE PHONES/SMART WATCHES/SMART TECHNOLOGIES

I agree to:

- obtaining my parents' permission if I am to bring a mobile phone, smart watches or technologies to school
- my parents informing my class teacher that I need to bring my phone, smart watch or technology to school
- handing in my phone, smart watch or technology to the office at the beginning of the day
- collecting my phone, smart watch or technology at the end of the day
- not using my mobile phone, smart watch or technology for any purposes on the school premises or during off-site activities i.e. camps, excursions
- not filming, photographing or recording anyone on the school premises or during a School Google Meet

I have permission from my parents to:

- use the school ICT and network facilities as outlined
- access the Internet for information within my classroom program
- send and receive external emails from other primary school students as approved by my classroom teacher
- send and receive external emails with other people and organisations as approved by my classroom teacher
- access material on YouTube as approved by my classroom teacher

For the Student:

I have read and discussed the e-learning user agreement and protocols with my parents. I understand that I need to use St. Peter's ICT equipment and GSuite applications in an appropriate manner and in accordance with this agreement. I understand that if I do not act responsibly and follow these rules and choose to make inappropriate choices, my access to all digital technologies and my GSuite account will be denied for a period of time. I also understand that the school's user agreement applies to the use of my school G Suite account at all times and all technology use within the school such as a mobile phone, wearable device, Chromebook or iPad.

e-Learner Code of Conduct (Prep – Year 2)

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When using the Computers or the Internet at St. Peter's School I agree to:

- keeping food and drink away from the computers/iPads
- using the computers/iPads only when a teacher is present
- only logging into the Internet using my school/class Google account
- not downloading or putting any software on the school computers/iPads, this includes games
- adding only Google apps that the class teacher has approved
- not creating folders, files and file names that contain language or images that are inappropriate
- not creating any folders or files that cannot be clearly seen by a teacher
- not changing any of the settings on the computers/iPads
- not connecting any devices such as a USB or phone to the school computers/ipads
- **not using my school email address to sign up for third party accounts without school permission**

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- working to stop bullying and reporting it immediately to a trusted adult - I don't send mean or bullying messages or pass them on to others
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Staff

Staff are required to use the internet and network services in accordance with this and other policies. St Peter's School provides staff with the following:

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

St Peter's School has purchased a number of MacBooks and iPads for staff use. The school's aim is to encourage teachers to integrate the use of learning technologies into the classroom and provide staff with a tool for professional development, planning, classroom practice, assessment and reporting and to access our electronic roll. Staff are to adhere and implement safe online practices in line with duty of care and child safe practices. All users of St Peter's ICT resources are expected to exercise responsibility, use the resources ethically, respect the rights and privacy of others and operate within the laws of the State and Commonwealth, including anti-discrimination and sexual harassment laws, and the rules and policies of the Department, including occupational health and safety obligations to employees and students. St Peter's ICT resources should not be used for inappropriate or improper activities. This includes pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal peer-to-peer file sharing. The audience of an electronic message may be unexpected and widespread and users should be mindful of this when using ICT resources.

Particularly staff members must agree to the following:

1. to use the MacBook/iPad as a work tool and for self education purposes only;
2. to care for and maintain the MacBook or iPad in good working order and ensure that the MacBook or iPad are used in accordance with the equipment manufacturer's instructions;
3. to make sure that the MacBook or iPad is at school each day during the school term;
4. to report any loss of or damage to the MacBook or iPad to the principal;
5. to obtain permission from the principal prior to downloading any software onto the MacBook or iPad;
6. to transport the MacBook or iPad to a different location in its carry cases;
7. to keep the MacBook or iPad at all times under his or her personal control both during and outside school hours;
8. to keep food and drink away from the MacBook or iPad;
9. to save all work in the event that the MacBook or iPad are damaged/stolen or corrupted by a virus;
10. to not alter the hardware on the MacBook or iPad in any way;
11. to log on at school regularly so that virus protection remains current;
12. to regularly clean the keyboard and screen using suitable cleaning materials;
13. to cover costs if the MacBook or iPad are lost or damaged in circumstances where loss or damage is caused by negligence such as: leaving the MacBook in an unlocked or unattended vehicle or spilling drink or dropping the MacBook/iPad.

Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- [school name] 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	