St Aloysius Catholic Primary School - 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 Aloysius Catholic 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 Aloysius 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 Aloysius 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 Aloysius 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 St Aloysius Catholic Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Aloysius 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 St Aloysius 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 Aloysius 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 Aloysius 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 Aloysius Catholic Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Aloysius 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 Aloysius 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 Aloysius 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 Aloysius 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 St Aloysius Catholic Primary School.

Duty of Care

At St Aloysius, Queenscliff we believe that students are to be equipped to seize opportunities to broaden their knowledge, skills, attitudes and understandings to live in a changing, complex and interdependent digital world. For that reason, St Aloysius' encourages the learning to be enriched by strong connections with the broader community, effective communicating online and offline, collaborating locally and globally; being well equipped to be safe and responsible cyber citizens.

We are aware that 21st Century students engage and will continue to engage in the digital world. At St Aloysius Primary School we believe cyber safe, digital literate and responsible online behaviour is an essential part of students' learning. We believe that this is best learnt in partnership with home, school and the wider community in order for students to become effective cyber citizens.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

At St Aloysius we use the Intranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

St Aloysius Catholic Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Aloysius 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. 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 Aloysius 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 Aloysius 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 Aloysius 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 Aloysius 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

At St Aloysius Primary School we:
- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to and model appropriate use of web 2 tools
- provide students with usernames and passwords to St Aloysius' GAFE domain (Google Apps for Education)* Cloud based secure learning environment.
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber safety program which is reinforced across the school
- use mobile technologies for educational purposes. (e.g. blogging or photos from excursions)
- provide support to parents/carers to understand this agreement.

- work with students to outline and reinforce the expected behaviours when communicating in Cyberspace.
- reinforce that cyber safe and responsible behaviours are expected when using digital technologies at school.
- Publish student work (digital image, video and sound) to an online space in order to collaborate with the wider community. E.G. blogs, vimeo, youtube and other educational web 2 tools.

Student Agreement

When I use digital technology and devices I agree to:

be a safe and responsible user whenever and wherever I use it

support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)

talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint

protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images

use the internet for **educational purposes** only and use the equipment properly

use permitted social networking sites for educational purposes and only as directed by teachers

abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)

think critically about other users' intellectual property and how I use content posted on the internet.

not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student or teacher

not reveal my password to anyone except the system administrator or the teacher

not bring or download unauthorised programs, including games, to the school or run them on school devices

protect the privacy of others and never post **or forward** private information about another person

only take photos and record sound or video when it is part of an approved lesson

seek permission from individuals involved before taking photos, recording sound or videoing them

seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space

be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and digital technology and device access privileges being suspended or revoked.

Student Name	**Student Signature**	**Year Level**	**Date**

Parent/Carer Name	**Parents Signature**		**Date**

Please return the signed agreement back to school asap.

Students

St Aloysius Catholic Primary School provides students and parents/guardians with the following:

- a copy of St Aloysius Catholic School '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 Aloysius 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
- 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.