St Joseph the Worker 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 Joseph the Worker 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 St Joseph the Worker 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 Joseph the Worker 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 Joseph the Worker 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 Joseph the Worker Primary School in accordance with legal and moral requirements and expectations.

Scope

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

Students and staff at St Joseph the Worker 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 Joseph the Worker 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 Joseph the Worker 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 Joseph the Worker 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 Joseph the Worker Primary School.

Duty of Care

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

Websites

St Joseph the Worker 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 – to be developed by each school

Please refer to Appendix A which shows our Technology Acceptable Use Agreement for Students and Families.

Students

St Joseph the Worker Primary School provides students and parents/guardians/carers with the following:

- a copy of St Joseph the Worker 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. St Joseph the Worker 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
- St Joseph the Worker 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	

St Joseph the Worker School
Technology Acceptable Use Agreement (v2)
ALL STUDENTS AND FAMILIES

Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to children and families at St Joseph the Worker School. These platforms for learning and communication include Microsoft Teams, Google Classroom, Gmail, Google Sites.

Student Rules & Guidelines:
These rules will help us all to stay safe when using technology

- I will only use any Learning Technology at school/home with prior permission of the teacher from St Joseph the Worker School.
- I will use the Learning Technology Space the same as I would use it in the classroom environment.
- I will ensure I am dressed appropriately during online meetings (no pyjamas or inappropriate clothing), be in an appropriate learning space, and ensure I am engaged in the meeting and not getting distracted. I will also hang up on the call and mute my microphone as directed by the teacher.
- I will follow these school rules when working online
  - Listen to the speaker
  - Speak appropriately
  - Follow instructions
  - Taking care of all property
- I will not use any form of technology to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else. (Repeated incidence of such behaviours is considered bullying).
- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers).
- I will not record meetings.
- I will not use any videos provided by my teacher inappropriately or share it outside of the St Joseph the Worker School community.
- I will never put another student's photo/video/name/work on the internet.
- I will not take anyone's work and present it as my own.
- I will respect all school technology and treat technology equipment/devices with care, and

- ○ I will be gentle with my laptop and use it responsibly
- ○ I will NEVER have food or drink near my laptop
- ○ I will NEVER put my laptop on the floor
- ○ I will have clean and dry hands when I use my laptop
- ○ I will bring my laptop to school fully charged everyday
- ○ I will always sit when I am using my laptop
- ○ I will carry my laptop while it is closed and with two hands
- ○ I will wait for my laptop to shut down completely before closing the screen
- ○ I will make sure my laptop is in its protective case when travelling
- I will report any breakages/damages/issues to my classroom teacher straight away and pay the cost of loss or damage that may be caused to the laptop through negligent or careless use that is outside warranty conditions and not attributable to normal wear and tear.
- I will keep the default backgrounds and profile pictures on my laptop and Google account.
- I understand that I can only use the computer, Internet, email or other networked technologies when a teacher gives permission and there is staff at St Joseph the Worker School or adult supervision.
- I will keep my password private and not let anyone else log in with my username.
- I will not intentionally click on online advertising
- I will not use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language
- I will only use the websites, activities and apps that my teachers say are safe to use. If I accidentally click on the wrong page, I will close that page immediately and inform an adult.
- I will seek teacher permission before uploading any content to websites (e.g. blogs).
- I will only send appropriate emails when necessary.
- I will keep my own device or equipment at home and not bring it to school unless I have been given special permission by my teacher and parents (this includes devices such as mobile phones, iPads, cameras, smart watches or similar).
- I will not use technology to share anyone's personal details or images (including my own). This includes addresses, telephone numbers, full names and images.

- If I bring a mobile phone, smart watch or any other device to school, I will leave it at the school office during the day. I will collect my device at the end of the school day.
- I will ensure that my child abides by eSafe practices at all times (Refer to https://www.esafety.gov.au/parents).

If I find anything that is rude, violent or in some other way unacceptable while using any form of technology, I will follow class guidelines and:

STOP what I am doing
BLOCK it by minimising or closing my screen so that others can not see it
TELL a teacher straight away

I will also follow the Stop, Block and Tell rules:
- if I accidentally access someone else's private information
- if someone does something using technology that makes me feel upset or uncomfortable
- if I feel that the safety of other students at the school is being threatened

This Acceptable Use Policy for recording devices also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that my access to technology for learning will be removed and contact made with parents if I do not act responsibly and fail to follow the above rules.

I understand that the school acceptable user agreement applies to any technology such as laptops, desktops, mobile phones or an iPad.

Parent/Guardian information:

I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material when students are working at school by sharing links that include appropriate content and following the STOP-BLOCK-TELL Guidelines. I understand that the school content filter on your Internet browser

doesn't apply to home. It is up to individual families to monitor their child's usage and any pop ups or advertisements on their home internet.

I agree to allow my child to use the internet at school for educational purposes in accordance with the Student Agreement attached. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the technology use kit.

If you have any questions or concerns please contact the Principal - principal@sjwreservoirnth.catholic.edu.au

Acceptance:

I acknowledge and agree to follow the rules and guidelines outlined in the St Joseph the Worker Technology Acceptable Use Policy.

I agree to allow my child to correspond with others using the email account provided by the school.

I have also discussed the legalities of social networking sites with my child for eg: Facebook, Twitter, Snapchat and Instagram (13 years and above is the legal age for these sites)

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will email the issue to my classroom teacher.

If you have any questions or concerns please contact the Principal - principal@sjwreservoirnth.catholic.edu.au

Acceptance:

I acknowledge and agree to follow the rules and guidelines outlined in the St Joseph the Worker Technology Acceptable Use Policy.

St Joseph the Worker School
Technology Acceptable Use Agreement (v2)
ALL STUDENTS AND FAMILIES

St Joseph the Worker Technology Acceptable Use Agreement 2022	
Student Name:	
Student Level:	
Student Signature:	

I/we acknowledge and agree to follow the rules and guidelines outlined in the St Joseph the Worker Technology Acceptable Use Policy.

Parent Name(s):	
Parent/Guardian Signature(s):	
Date:	__/02/2022

Please detach the signature page only and return to your child's classroom teacher.
Retain the policy details for your own records and future reference.