



Middle and Senior School

Student Information Communication Technology (ICT)

Acceptable User Policy

Rationale

At St Joseph's Primary School Springvale we will provide a safe, positive and supportive technological environment where the students can achieve their educational potential. We believe it is important to teach students cybersafety and responsible online behaviour and this is best taught in partnership with home and school. We realise that education supported by ICT is a necessary component of our school's curriculum. We aim to facilitate the preparation of our students to participate and function effectively in our technological world and to offer programs that will develop each child's understanding, skill and use of technology. Computers and the use of technology provide a different medium for thinking. Students need to understand and experience how this technology can enhance their learning, communication, presentation and problem solving ability. We acknowledge the importance of being technologically literate and creating a positive digital footprint. It is important that students and parents realise that the use of ICT is a privilege and not a right and that it entails responsibility. Students accessing Internet resources are expected to strictly adhere to the school guidelines on ICT.

Acceptable User Policy

This policy relates to students' use and responsibilities online.

They include but are not limited to:

- Hardware, software and peripherals
- Internet access/usage
- Google Apps for Education
- Cloud Storage
- Email
- Chat rooms
- Mobile phones
- Digital cameras/flip cameras
- Photography, videoing and audio recording and the publishing of student work on the Internet (including Web page, Wiki, Blog, newsletters, newspapers or magazines)
- Social networking and collaboration sites
- Video sharing sites such as YouTube, Flip grid

Mobile Digital Devices

Mobile phones are only allowed to be brought to school with the express permission of the principal and classroom teacher. They are to be held at the office during school hours.

When using digital devices students will:

- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).
- Only take photos and record sound or video when it is part of a school or class activity or lesson.
- Seek permission from the individuals concerned before taking photos, recording sound or videoing them (including teachers).
- 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 with the photos taken or video captured and never use these as a tool for bullying.

Google Apps for Education

St Joseph's Primary School provides email, documentation creation and online storage for learning through the Google Apps for Education service; consequently emails, email account details and data may be transferred, stored and processed outside Australia. In using the school's email system students and parents consent to transferring, processing and storage of that information.

The Role of Students

Cybersafety is the most important prerequisite for students using ICT to connect to the Internet. Students need to take full responsibility for their actions when using ICT. St Joseph's Primary School along with the other organizations who enable our Internet connection will not be liable for any individual's actions when connecting

to the Internet through the St Joseph's connection. All users assume full liability, legal or otherwise, for their actions.

Students who fail to honour the School's Acceptable User Policy may incur the withdrawal of their access to the Internet and/or school network.

The Role of the School

St Joseph's Springvale takes no responsibility for any information or materials that are transferred using our connection to the Internet that are in deliberate contravention of our guidelines. The school reserves the right to examine all data downloaded from the Internet to ensure all users comply with the school's policy.

When using the Internet at school, student access will be under staff direction and supervised in the same manner as any other learning activity. Through staff direction and the use of filtering tools supplied by our service provider the school will endeavour to prevent users from accessing inappropriate sites and information.

Should a student access on the Internet something that makes him or her feel uncomfortable or that he or she feels is inappropriate it is expected that the student will turn off the monitor and inform the teacher immediately.

The school will also employ the use of monitoring tools to check inappropriate Internet site selection and emails.

The Role of Staff

The school expects that staff will utilize appropriate information accessed online to support the curriculum. Staff will provide guidance and instruction to students in the appropriate use of ICT.

The Role of Parents

Parents and guardians are ultimately responsible for their child's behaviour while using ICT and the Internet.

Parents are expected to support and abide by St Joseph's Acceptable User Policy.

Student ICT Code of Practice

All students are expected to sign and abide by the St Joseph's **Student ICT Code of Practice** and have this countersigned by their parents. This agreement will be carefully explained to students so that they understand their obligations.

Important terms used in this document:

- (a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (c) 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (d) Mobile digital devices include but is not limited to, digital cameras, digital video cameras, mobile phones, ipods, ipads, handheld digital games.*
- (e) Digital footprint refers to a trail left by a person's interactions in a digital environment; including their usage of TV, mobile phone, internet and world wide web*
- (f) Google Apps for Education is a way for schools to manage Google Apps, emails, documents, presentations, through the cloud*
- (g) Cloud storage is where digital data is stored on multiple servers in different locations and the physical environment is typically owned and managed by the hosting company*



Middle and Senior School Student Information Communication Technology (ICT) Code of Practice

Student Declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult)
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- not agreeing to meet anyone I talked to online without parent permission

In addition, when I use my personal mobile devices (including phones) I agree to be a safe, responsible and ethical user at all times, by:

- handing into the office each morning before school
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

1-to-1 school owned devices

Ownership

- The school retains ownership of the device until the student completes Year 6. At this time ownership of the device will be determined by the school.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school prior to completing Year 6 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom
- only using the school logon to access their Chromebook at home and school.

School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners, Chromebooks)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences, web conferences, video discussion and creation platforms

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student Name _____

Class Teacher: _____

Student Signature _____ Date _____

Parent/Guardian Agreement

I agree to my child _____ using the Internet and email at school for educational purposes in accordance with the Student Code of Practice above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I realise that my child will utilise email and the Google Apps Educational services as required for learning purposes.

I understand that I am responsible for monitoring my child's use of Apps when accessing programs at home.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Date _____

2020

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