ST JAMES THE APOSTLE
CATHOLIC PRIMARY SCHOOL
DERRIMUT RD
HOPPERS CROSSING NORTH VICTORIA 3029

STUDENT ICT USAGE POLICY

RATIONALE
St James the Apostle Primary School believes that students learn best when they are engaged in their learning, which is authentic and real for them as learners and citizens of our global community. We believe that part of this engagement comes from the use of appropriate resources and tools, which includes Information and Communications Technologies. The use of ICT tools should be an integral part of our learning and teaching at St James the Apostle Primary School.

We believe that ICT use can improve student confidence and self-perception, especially since they already know that these technologies are part of their everyday lives. Having the skills to use ICT tools safely, ethically and responsibly are crucial as they become more and more prominent in society.

All students deserve to have access to ICT tools in order to learn, communicate, collaborate and achieve their best. We believe that students need to have access to the latest proven technologies and be encouraged to use them to enhance their learning. These tools should be used in all areas of the curriculum, for a number of purposes and audiences.

We believe the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Twenty-first century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

St James the Apostle Primary School uses the internet and ICT tools as teaching and learning tools. We see the internet and ICT tools as valuable resources, but acknowledge they must be used responsibly.
DEFINITIONS

ICT
Information and Communications Technology

School Network
The wired and wireless local area network used at the School, accessed by students and staff using personal log in information. The School Network also includes school-based access to the ICON suite.

Networked devices
Any school or personal computer or network-/internet-enabled device that is connected to the School Network.

ICT tools
Digital technologies and devices owned by the School including but not limited to desktop computers, laptop computers, netbooks, digital still cameras, digital video cameras, Flip cameras, Internet, e-mail, interactive whiteboards, tripods, microphones, headsets, CD players, printers. These tools can be fixed (e.g. Interactive whiteboards) or mobile (e.g. netbooks, digital still cameras and tablet computers).

Personal Digital Device
An ICT tool that is owned by a student and used at School or on a School-approved learning experience, including but not limited to mobile phones, digital camera, personal audio player, iPad, computer.

ICON suite
The collection of online applications provided by the Catholic Education Commission of Victoria for use by staff, students and parents in Victorian Catholic schools through the Integrated Catholic Online Network. These applications include, but are not limited to, Internet service filtered using zScaler, and Google Apps for Education (GAFE). Other ICON services will be added over time and will be accessible using school login details.

Designated online spaces
Online learning spaces approved for use by teachers and students to communicate and collaborate with others. These spaces include, but are not limited to:
- wikispaces.com for class, year level and student wikis
- global2.vic.edu.au for class, year level and student blogs
- Other online tools, as advised by the School through its website, e-news and Year Level newsletters and blogs
THE SCHOOL’S ROLE

At St James the Apostle Primary School, we:

- provide a filtered internet service through the ICON suite;
- provide professional learning for staff to ensure safe and secure use of the ICON suite, designated online spaces and ICT tools;
- expect that all students use the ICON suite, designated online spaces and ICT tools as tools in their everyday learning;
- provide access to and model appropriate use within the ICON suite and other designated online spaces;
- provide supervision and direction in online activities and when using ICT tools and designated online spaces for learning;
- support students in developing digital literacy skills;
- remind students of their responsibilities when using ICT tools by displaying the Student Agreement and cybersafety materials where ICT tools are kept;
- have a cybersafety program at the School which is reinforced across the School;
- use mobile ICT tools for educational purposes (e.g. podcasts or photos from excursions);
- provide support to parents/carers through information evenings, online spaces and through other communication sent home;
- work with students to outline and reinforce the expected behaviours in designated online spaces;
- reinforce that cybersafe and responsible behaviours are expected in students’ school use of ICT tools including the ICON suite and other designated online spaces;
- collect and store all personal information in accordance with the School’s Personal Information Standard Collection Notice and the Information Privacy Act 2011 (Cwth).

CYBERBULLYING

Bullying is repeated behaviour used to cause fear, distress and/or harm. Cyberbullying is the use of ICT tools to bully others, including posting inappropriate images or messages on online spaces and sending distressing e-mails. Constant unwanted phone calls or text messages and online communications that do not end when requested (such as through web-based apps, smartphone apps, or in chat rooms) are also forms of cyberbullying.

PROCEDURES FOR DEALING WITH CYBERBULLYING

For bullying behaviours that are taking place at the School or using the School Network, the procedures in the School’s “Anti-Bullying and Harassment Policy” will be followed, along with consequences for the misuse of the School Network.

For bullying behaviours that are taking place outside of the School and/or using technologies that are beyond the School Network:
If these behaviours involve students from the School, and are having ramifications at School, e.g. physical violence in retaliation at break times, the procedures in the School’s “Anti-Bullying and Harassment Policy” will be followed. Parents and students may also be referred to outsider agencies if necessary, especially if illegal activity is alleged or counselling is required.

If these behaviours do not involve students from the School, the School will work with parents/carers and outside agencies, such as Victoria Police and counsellors, to deal with the behaviours.

**STUDENT AGREEMENT**

Parents/carers, on behalf of their children, make the following agreement for students’ use of ICT tools at St James the Apostle Primary School:

**I will be a Careful and Responsible User of ICT Tools by:**

- Only using the School Network, networked devices and ICT tools when given permission and/or supervised by a teacher;
- Treating all ICT resources, including the desks and chairs in the ICT Labs, with care;
- Not bringing or downloading unauthorised software, including games, to the School or running them on the School Network;
- Not interfering with the security of the School Network or online spaces or the data of any other user.

**I will be a Safe and Ethical User of ICT Tools and the Internet by:**

- Not revealing or sharing log in information, usernames or passwords to others;
- Only using the log in information assigned to me when accessing the School Network, Internet or online spaces;
- Only accessing appropriate information when using the Internet, which is relevant to the work I am completing;
- Not using the Internet to engage in illegal activities, such as downloading copyrighted media or hacking;
- Not using material from other web sites unless, where necessary, permission has been gained from the person who created the material. If I am unsure I will check with my teacher. I will acknowledge the creator of the material if it is used in my work;
- Immediately turning the monitor off and informing the teacher if there is content that makes me uncomfortable;
- Not responding to any e-mails or ‘pop ups’ that are unpleasant or that make me feel uncomfortable in any way. I will notify my teacher straight away;
- Only sending e-mails to other students and teachers. I will negotiate with a teacher to send an e-mail externally;
- Not sharing personal information such as my full name, address, telephone number or photographs of myself or others;
• Not sharing the personal information and photographs of others;
• Respecting the e-mail privacy of my fellow students.

I WILL BE A RESPECTFUL AND FRIENDLY USER OF ICT TOOLS AND THE INTERNET BY:
• Composing e-mail messages using language that is acceptable at the School and ensuring that any e-mail I send shows that I am a positive ambassador for my School.
• Never writing or participating in online bullying, including forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
• Reporting a student’s unsafe, harmful, inappropriate or hurtful online behaviour to a staff member.

USE OF MOBILE PHONES AND OTHER PERSONAL DIGITAL DEVICES
Mobile phones are a seamless part of our lives. Mobile phones have evolved into ‘mini computers’ and their uses have changed considerably over time. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of a school. For this reason, all mobile phones brought to School must be turned off and given to the child’s home group teacher to hold until the end of the school day. Under no circumstances should students be using a mobile phone to call or SMS/MMS during school hours. The School takes no responsibility for the safety or security of phones brought to School. This responsibility rests entirely with the student and their parent/guardian.

In some instances, mobile phones can be used as a tool to enhance the capacity for learning in a classroom. Other Personal Digital Devices such as digital cameras and MP3 players can also be used as a tool to enhance learning and teaching, especially during experiences that occur outside of the School (off-campus). If a teacher has given their express permission for mobile phones or other Personal Digital Devices to be used during a lesson or on an experience within or outside of the School (including but not limited to camps and excursions), the following conditions apply in addition to the Student Agreement:

WHEN USING MY PERSONAL DIGITAL DEVICE AS A PHONE, I WILL:
• Turn my mobile phone off during class times and give it to my home group teacher to hold until the end of the day;
• Protect the privacy of others and never post private information about another person using Short Message Service (SMS), Multimedia Message Service (MMS), or app-based communication such as Viber, Whatsapp, Kik or iMessage.

WHEN USING A PERSONAL DIGITAL DEVICE AS A CAMERA, I WILL:
• Only take photos and record sound or video when it is part of a class or lesson;
• Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers);
• Seek appropriate **written** permission from individuals involved and their guardians 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.

Parents/guardians will acknowledge these conditions on behalf of their child/ren by signing a declaration before an excursion, camp or incursion, which will be included on the appropriate permission form (**Appendix 3**).

**Breaches of the Student Agreement**

Breaches of the Student Agreement will be identified by home group teachers, Curriculum Leaders and/or ICT Systems Administrator. Home group teachers will report a breach to both the Contemporary Learning Leader and ICT Systems Administrator. The Contemporary Learning Leader and/or ICT Systems Administrator will investigate the breach, suggest appropriate consequences and report their findings to the student, their parent/guardian, their home group teacher and the Principal.

Breaches of the Student Agreement (including conditions of use of Personal Digital Devices) will result in one or more of the following consequences depending on the severity of the breach, its (possible) consequences and the student’s past record:

• Written notification to parent/guardian describing the breach (**Appendix 2**);
• Requirement of the student to provide a written and/or verbal explanation of the situation;
• Verbal and/or written warning, including possible future consequences;
• Limit to access to the School Network and/or ICON suite and/or ICT tools and/or designated online spaces for a period of time agreed to by Contemporary Learning Leader, ICT Systems Administrator, student’s home group teacher and/or Principal;
• Removal of access to the School Network and/or ICON suite and/or ICT tools and/or designated online spaces for a period of time agreed to by Contemporary Learning Leader, ICT Systems Administrator, student’s home group teacher and/or Principal;
• Referral to appropriate organisations, such as Victoria Police or Australian Federal Police if the breach is illegal by law.

**Authorised by:** Martin Enright (Principal)

**Year of implementation:** 2011

**Version 1.1:** 2014

**Version 2.0:** Updated responsibilities, terminology, forms and reference to eSmart (March 2016)
APPENDIX 1: STUDENT AGREEMENT POSTER

By using these tools and devices, I agree to be a User of ICT Tools who is:

**Careful and Responsible**

- Only using the School Network, networked devices and ICT tools with permission and/or supervision.
- Treating all ICT resources, including the desks and chairs in the ICT Labs, with care.
- Not bringing or downloading unauthorised software, including games, to the School or running them on the School Network.
- Not interfering with the security of the School Network or online spaces or the data of any other user.

**Safe and Ethical**

- Not revealing or sharing log in information, usernames or passwords to others.
- Only using the log in information assigned to me when accessing the School Network, online spaces or Internet.
- Only accessing appropriate information when using the Internet, which is relevant to the work I am completing.
- Not using the Internet to engage in illegal activities, such as downloading copyrighted media or hacking.
- Not using material from other web sites unless, where necessary, I have permission from the creator of the material. If I am unsure I will check with my teacher. I will acknowledge the creator of the material if it is used.
- Immediately turning the monitor off and informing the teacher if there is content that makes me uncomfortable.
- Not responding to any e-mails or ‘pop ups’ that are unpleasant or that make me feel uncomfortable in any way. I will notify my teacher straight away.
- Only sending e-mails to other students and teachers and negotiating with a teacher to send e-mail externally.
- Not sharing my personal information such as my full name, address, telephone number or photographs.
- Not sharing the personal information and photographs of others.
- Respecting the e-mail privacy of my fellow students.

**Respectful and Friendly**

- Composing e-mail messages using language that is acceptable at the School and ensuring that any e-mail I send shows that I am a positive ambassador for my School.
- Never writing or participating in online bullying, including forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- Reporting a student's unsafe, harmful, inappropriate or hurtful online behaviour to a staff member.
Dear Parent/Guardian,

Your child, ________________________________, has been involved in an incident that has breached the Student ICT Usage Policy's Student Agreement.

After investigation by the Contemporary Learning Leader / ICT Systems Administrator and consultation with the Home Group Teacher / Principal, the following action / consequence has been decided upon:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please talk to your child about the incident and its ramifications in relation to their learning at School. If you have any questions, please contact us.

Thank you for your support,
APPENDIX 3: STATEMENT OF ACKNOWLEDGEMENT FOR USE OF PERSONAL DIGITAL DEVICES OFF-CAMPUS

The following statement must be included on excursion/incursion/camp permission forms. It is advisable that a copy of the relevant sections of the Student ICT Usage Policy is available to parents/guardians and students.

I acknowledge that my child must adhere to the conditions of use of Personal Digital Devices as stated in the Student ICT Usage Policy and the consequences if they breach any of these conditions. I acknowledge that the School will take no responsibility if the Device is lost or damaged.