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ST JAMES
THE APOSTLE
CATHOLIC PRIMARY SCHOOL
*Learning with strength
and in gentleness*

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, Chromebooks, 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's G Suite for Education (G Suite). 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: <ul style="list-style-type: none"> • global2.vic.edu.au for class, year level and student blogs • Seesaw for personal portfolios • 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.
- The Office of the eSafety Commissioner may be contacted when social media apps are being used as the basis for the bullying activities.

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.

When using digital tools, I agree to be:

Respectful by:



- Treating all ICT resources, including the desks and chairs in the ICT Lab, with care.
- Not interfering with the security of the School Network or online spaces or the data of any other user.
- Fully acknowledging the creator and publisher of any material that I find and use online.
- Not taking other people's online work and pretending that it is my own.
- Respecting the e-mail privacy of my fellow students.
- Composing e-mail messages using appropriate language and ensure that any e-mail I send shows that I am a positive ambassador for my School.
- Not participating in online bullying, including forwarding messages or supporting others in inappropriate or hurtful online behaviour.

Responsible by:

- Only using the School Network, networked devices and ICT tools with permission and/or supervision.
- Not using the Internet to engage in illegal activities, such as downloading copyrighted media or hacking.
- Not responding to any e-mails or 'pop ups' that are unpleasant or that make me feel uncomfortable in any way.
- Reporting a student's unsafe, harmful, inappropriate or hurtful online behaviour to a staff member.
- Ensuring that work I complete online is shared with the right people, including a teacher.
- Adhering to the age restrictions placed on apps and ICT tools by their publishers.

Safe by:

- Keeping my log in information, usernames or passwords to myself and not sharing them with others.
- Using the log in details assigned to me when accessing the School Network, online spaces or Internet.
- Immediately turning the monitor off and informing the teacher if there is content that makes me uncomfortable.
- Not sharing my personal information, such as my full name, address, telephone number or photographs, online.
- Not sharing the personal information and photographs of others online.

A learner by:

- Not bringing or downloading unauthorised software, including games, to the School or running them on the School Network.
- Only accessing appropriate information when using the Internet, which is relevant to the work I am completing.

- Only sending e-mails to other students and teachers and negotiating with a teacher to send e-mail externally.

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 learning time and give it to my home group teacher to place into a locked box 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).

Use of Personal Digital Devices full-time in learning spaces

Students may be invited to bring their Personal Digital Device to School to be used on a daily basis.

In this case, a specific contract will be drawn up between the School, the student and their parent/guardian, explaining their responsibilities and the type of Personal Digital Device that can be used.

The contract will also detail any other requirements, in regards to access to the School Network and specific consequences if the contract is breached. The contract does not replace this policy, and should be read in conjunction with it.

Breaches of the Student Agreement

Breaches of the Student Agreement will be identified by home group teachers, Learning Leaders and/or a leader in charge of the School's ICT Systems. Home group teachers will report a breach to both a member of the Leadership Team and the leader responsible for the School's ICT Systems. The member of the Leadership Team and/or the leader responsible for the School's ICT Systems 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 the member of the Leadership Team, the leader responsible for the School's ICT Systems, 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 the member of the Leadership Team, the leader responsible for the School's ICT Systems, 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.

Appendix 1: Student Agreement Poster

When using digital tools, I agree to be...

Respectful by:

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- Fully acknowledging the creator and publisher of any material that I find and use online.
- Not taking other people's online work and pretending that it is my own.
- Respecting the e-mail privacy of my fellow students.
- Composing e-mail messages using appropriate language and ensure that any e-mail I send shows that I am a *positive ambassador* for my School.
- Not participating in online bullying, including forwarding messages or supporting others in inappropriate or hurtful online behaviour.

Responsible by:

- Only using the School Network, networked devices and ICT tools with permission and/or supervision.
- Not using the Internet to engage in illegal activities, such as downloading copyrighted media or hacking.
- Not responding to any e-mails or 'pop ups' that are unpleasant or that make me feel uncomfortable in any way.
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- Keeping my log in information, usernames or passwords to myself and not sharing them with others.
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- Not bringing or downloading unauthorised software, including games, to the School or running them on the School Network.
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Smart. Safe. Responsible.

Appendix 2: Text for Notification to Parents/Guardians about a Breach of the Student Agreement

Dear Parent/Guardian,

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

After investigation by <staff member, title> and consultation with the <Home Group Teacher / Principal>, the following action / consequence has been decided upon:

<describe action>

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,

<Name>

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.

Re-authorised by: Mary Abbott (Principal)

Year of implementation: 2011

Version history:

1.0 (2011): Original publication

1.1 (2014): Re-wording of Student Agreement

2.0 (March 2016): Updated responsibilities, terminology, forms and reference to eSmart

2.1 (January 2018): Updated responsibilities; re-wording of Student Agreement; inclusion of full-time PDD in learning spaces