

# St James the Apostle 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 St James the Apostle 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 St James the Apostle 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 James the Apostle 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 James the Apostle 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 James the Apostle Primary School in accordance with legal and moral requirements and expectations.

## Scope

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

Students and staff at St James the Apostle 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 James the Apostle 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 James the Apostle 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 James the Apostle Primary School against any student or staff member who is 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 James the Apostle Primary School.

### Duty of Care

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

### Websites

St James the Apostle Primary School may create, or 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

### Students

At St James the Apostle Primary School, we are safe, respectful and responsible learners. This applies when using digital technologies, including computers, email, internet, network services and devices. When using these digital technologies, I agree to be:

#### Safe by:

- Keeping my log in information, usernames or passwords to myself and not sharing them with others.
- Only using the log in details assigned to me when accessing any school network service or device.
- Immediately closing a display and informing an adult 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.
- Not using my school email address to sign up for non-educational websites and newsletters.

**Respectful by:**

- Treating all devices and resources, including the desks and chairs in the ICT Lab, with care.
- Not interfering with the security of any school network service or device 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 email privacy of others.
- Communicating via email, forums or chat using language and style appropriate for school.
- Not participating in online bullying, including forwarding messages or supporting others in inappropriate or hurtful online behaviour.

**Responsible by:**

- Only using school network services or devices with permission and/or supervision.
- Not using school network services or devices to engage in illegal activities, such as downloading copyrighted media or hacking.
- Not responding to any emails 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.

**A learner by:**

- Not bringing or downloading unauthorised software, including games, to school or using them on school network services.
- Only accessing appropriate information when using the Internet, which is relevant to the work I am completing.
- Only sending emails to other students and teachers and negotiating with a teacher to send email externally.
- Only using my Google account to sign into approved websites and network services.

If I do not meet these expectations, I agree that there may be consequences depending on the severity of my behaviour and actions. These consequences may include:

- Having a written notification sent to parents/guardians describing the situation;
- Needing to provide a written and/or verbal explanation of the situation;
- Receiving a verbal and/or written warning, including possible future consequences;
- Limiting access to school network services or devices for a period of time;
- Removing access to school network services or devices for a period of time;
- Referring the action to appropriate external agencies or organisations, if required.

**Bring Your Own Device**

At times, students may be invited to bring their personal device to school to be used on a daily basis as part of a Bring Your Own Device (BYOD) program. In this case, a specific BYOD contract will be drawn

up between the School, the student and their parent/guardian, explaining their responsibilities and the type of personal device that can be used.

The BYOD contract will also detail any other requirements, in regards to access to school network services and specific consequences if the contract is breached. The contract be read in conjunction with the ICT Acceptable Use Policy.

### Other personal devices

Any personal devices that are not part of a BYOD program, including but not limited to, mobile phones, smart (internet-connected) watches, tablet, should not be used during school time or on school property.

I agree to turn my personal device off during learning time and give it to my home group teacher when I arrive at school to place into a locked box until the end of the day.

I agree that personal devices may be confiscated for a period of time if they are found to be used during school hours.

### Staff

Staff are required to use the internet and network services in accordance with this and other policies. St James the Apostle Primary School provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

Teaching staff are provided with laptops to use for their work. These laptops are loaned to staff for three years. Ownership transfers to the staff member after three years if they are still employed at the school. Teaching staff must have their laptop at school each day.

Support staff are provided with a Chromebook to use for their work. These devices remain the property of the school.

Staff can access support for their devices via the School's ICT Technician or Digital Technologies Leader, using the contact methods described on the Staff Portal.

Staff can contact the Digital Technologies Leader to suggest apps, software or websites to include on the School's computers or as part of school network services.

Inline with MACS password guidelines staff need to:

- have a password 14 or more characters long
- Includes uppercase and lowercase letters, at least one number, and one symbol
- Reset every 90 days.

### Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- [school name] Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

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| Responsible director | Director, Learning and Regional Services |
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| <b>Policy owner</b>             | General Manager, Student and Learning Technologies |
| <b>Approving authority</b>      | MACS Executive Director                            |
| <b>Assigned board committee</b> | Education Policy and Strategy                      |
| <b>Risk rating</b>              | High   |
| <b>Approval date</b>            | 14 September 2022                                  |
| <b>Date of next review</b>      | April 2023   |

| POLICY DATABASE INFORMATION |   |
|-----------------------------|---|
| <b>Assigned framework</b>   | Care, Safety and Welfare of Students  |
| <b>Related documents</b>    | ICT Acceptable User Agreement – Staff<br>ICT Acceptable User Agreement – Students |
| <b>Superseded documents</b> | ICT Acceptable Use Policy – v1.0 – 2021   |
| <b>New policy</b>           |   |