Galilee Regional Catholic Primary School

ICT Acceptable Usage Policy Schools

MELBOURNE ARCHDIOCESE CATHOLIC 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 Galilee Regional Catholic 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 Galilee Regional Catholic 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 Galilee Regional Catholic 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. Galilee Regional Catholic 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 Galilee Regional Catholic Primary School in accordance with legal and moral requirements and expectations.

Student Expectations:
As a safe and responsible user of the school's technology I will help keep myself and other people safe by following these rules:
- I will use ICT for learning purposes as directed by my teacher.
- I will respect all school ICT and treat ICT equipment/devices with care. I will report any breakages/damages to a staff member as soon as possible.
- I understand that I can only use the Internet, email or other networked technologies when a teacher gives permission and there is staff supervision at school.

- I will keep my password private and not let anyone else log in with my username. Adults may however log in on my behalf.
- I will not use any form of ICT 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[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.
- The Galilee school uniform (or mention of Galilee) is not to be posted online including the internet or any form of social media.
- I will not use ICT to share anyone's personal details or images (including my own). This includes addresses, telephone numbers, full names and images.
- I will seek teacher permission before uploading any content to websites (e.g. wikis).
- I will not connect any device (such as a USB, camera or phone) to school ICT or download and run any programs or software (this includes games) without the permission of my teacher.
- 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 or parents (this includes devices such as iPods, iPads, cameras, portable video game consoles or similar).
- I will keep my mobile phone on silent / turned off and in my bag when I am on school grounds, or on an excursion during school hours (permission required to bring mobile phones on excursion) and acknowledge that bringing such a device is at my own risk.
- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers).
- I will not try to edit or change any part of my Google Account, this includes adding extensions or themes on Google Chrome

If I find anything that is rude, violent or in some other way unacceptable while using any form of ICT, 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 or closest adult 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

Behaviour Expectations:
Students will:
- follow teacher directions at all times when using technology
- ensure that they leave any form of technology (iPad, Chromebook, Desktop Computer) is left in the same way it was found
- only use designated technology, directed by a teacher, unless in a collaborative environment with teacher permission
- only use their own username and password to login. If they feel their login details have been compromised they must tell a teacher or adult immediately.
- use copyright free material only, or their own original material - images, video, music etc
- not use material that is not their own without including a bibliography or citation

Parent / Guardian Expectations:

- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I agree to allow my child to use the internet at school for educational purposes only. I have discussed the scenarios, potential problems and responsible use of the internet with him/her.
- I agree to allow my child to correspond with others using the gmail account provided by the school for grades 3 - 6, for learning purposes only.
- I have also discussed the legalities of social networking sites with my child such as, but not limited to Facebook, Instagram, Tic Tok and Twitter. I understand that social media accounts are not recommended by any staff member from Galilee Regional Catholic Primary School for any current student (**13 years and above is the legal age for these sites**).
- Under no circumstances is the school gmail account allowed to be used to register for any social media, website or application at home or school, unless approved by the school.
- I understand that it is my / our responsibility as parent(s) to supervise my child when using technology at home.
- I will contact the school if there is anything here that I do not understand.

Scope

This policy applies to members of the Galilee Regional Catholic 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 Galilee Regional Catholic 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 Galilee Regional Catholic 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 Galilee Regional Catholic 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 Galilee Regional Catholic Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Galilee Regional Catholic 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 Galilee Regional Catholic 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 Galilee Regional Catholic 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 Galilee Regional Catholic 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 Galilee Regional Catholic Primary School.

Duty of Care

At Galilee, we recognise the need for students to be safe and responsible users of Digital Technologies, both at school and home. We believe that teaching students about safe and responsible behaviour while online is essential and best taught in partnership with parents and guardians.

For this reason, we request that parents and guardians of the students at Galilee work with us and encourage safe and responsible online use at home. The world our students live in, is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using a range of technologies.

This agreement covers your child for the duration of their time at Galilee. We will notify you of any changes made and send you an update at the beginning of each year. You will only need to agree to the contract once. If circumstances change, you can notify the school at anytime to remove your child from any agreement.

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

Websites

Galilee Regional Catholic 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.

Students

Galilee Regional Catholic Primary School provides students and parents/guardians/carers with the following:

- a copy of Galilee Regional Catholic 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. Galilee Regional Catholic 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
- Galilee Regional Catholic 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	