

ICT Acceptable Usage Policy



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 St Anthony's Catholic Primary School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (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 St Anthony's 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 St Anthony's 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. St Anthony's 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.

The Saint Anthony's Primary School's digital technologies and device program has been born out of the goal to utilise innovative pedagogical practices that effectively integrate technology. The 1:1 device program gives practical expression to this principle. The key aim for integration of technology in our learning spaces is to ensure that all students have the opportunity to become competent, critical and creative users of a range of digital tools that assist them with lifelong learning.

All devices used in the program are the property of Saint Anthony's Primary School. Our devices are provided to students for educational use only. In exceptional circumstances, such as lockdown, Saint Anthony's will amend this to assist students who need access to a device at home where possible.

This policy outlines the appropriate use and management of digital technologies at St Anthony's Catholic Primary School in accordance with legal and moral requirements and expectations.

Scope

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

Students and staff at St Anthony's 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 St Anthony's 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 St Anthony's 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 St Anthony's Catholic 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 Anthony's Catholic Primary School.

Duty of Care

St Anthony's Catholic Primary School believes that students and staff should be conscious creators of the content and behaviours they exhibit online and take active responsibility for building a positive online reputation. Students and staff should be mindful that the content and behaviours they exhibit online today are easily searchable and accessible. This content forms a permanent online record. Interactions within digital communities and environments should mirror normal interpersonal expectations, behavioural guidelines and St Anthony's School's High Expectations.

As part of St Anthony's Catholic Primary School's eSmart accreditation staff are mandated to ensure that students understand the consequences of their behaviour online and know where to seek help. St Anthony's Catholic Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Anthony's Catholic Primary School will prepare staff to deal with these issues.

This Policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Child Safe Standards as set out in [Ministerial Order No. 1359](#).

In particular Child Safe Standard 9 - Child Safety in physical and online environments.

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. a principal, a regional 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 to be activated, and where appropriate, passwords are to be used by staff and students of St Anthony's Catholic Primary School. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the school or MACS. Non-authorized 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 Anthony's 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. St Anthony's Catholic Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Anthony's Catholic 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.

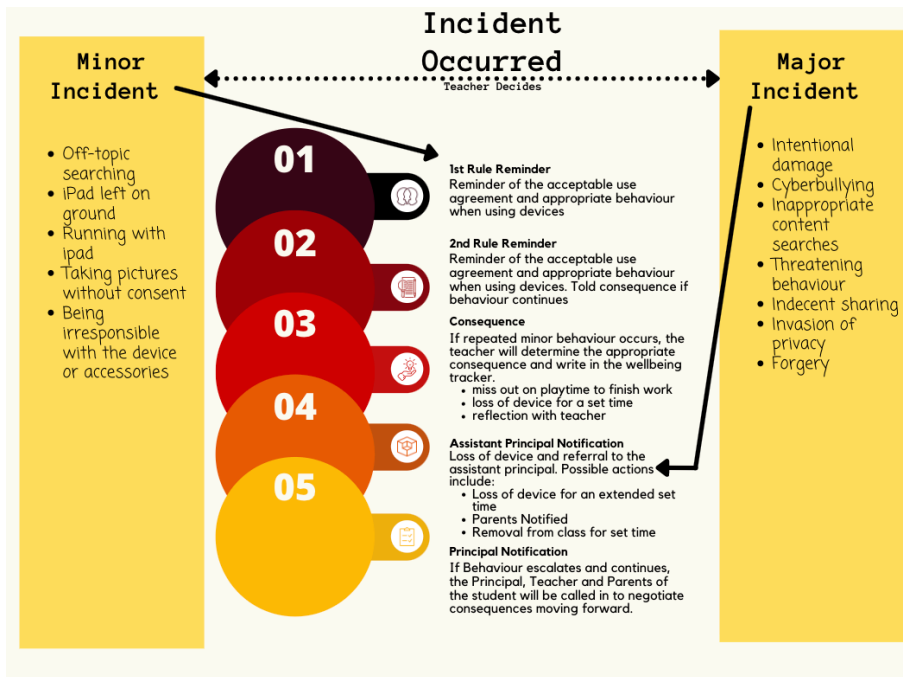
Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the principal.

Acceptable Use Agreements

Upon enrolment in a Victorian Catholic School, parental or caregiver permission is sought to give the student(s) access to the internet and devices through the signing of the ICT Acceptable Use Agreement. The acceptable-use conditions apply to the use of the device and internet both on and off the school grounds, when using a school account.

Acceptable Use Agreements are a declaration outlining the conduct expected of students when using digital technologies at St Anthony’s Catholic Primary School, which have been created in alignment with our school’s student behaviour management policy. Consequences for breaches of the Acceptable User Agreements will follow the school’s behaviour policy flow chart below and students may lose the privilege of using ICT.



Students

St Anthony’s Catholic Primary School provides students and parents/guardians with the following:

- a copy of St Anthony’s Catholic Primary School’s 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 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. St Anthony’s Catholic Primary School provides staff with the following:

- a copy of this policy
- a copy of the Acceptable Use Agreement
- a copy of the St Anthony’s Catholic Primary School’s “Staff ICT Charter”, which includes information on ownership, use, care and support of devices and software/app access, data storage and updates.

Ownership, Use, Care and Support of Devices

Loan Equipment

The loan equipment referred to in this policy includes:

- 9th Gen 128GB iPads
- Chromebooks
- Desktops
- All associated accessories

Device Care

Students are responsible for taking care of and securing devices and accessories in a safe and appropriate manner. This includes:

- Not leaving their devices unattended, especially on the floor
- Walking when holding the device
- Keeping the cover closed when taking devices from one space to another
- Handling the device with the appropriate amount of care e.g. not leaning on the glass screen or hitting the iPad with force
- Plugging their devices into charging cables carefully without overextending cords

Equipment Ownership

At the end of the loan period, devices will have all licensed software and data removed and will be restored to their original factory state. Saint Anthony's will make a decision regarding the disposal, sale or recycling of the used devices, as appropriate at that time.

In the event of device loans for remote learning at home, devices must be returned to the school. If the student completes their schooling or transfers from the school, the device must be returned to the school. If the device is not returned, reimbursement will be sought.

It is also a requirement of using the device that students provide school staff with access to the device and personal holdings associated with the use of the device if requested.

Damage or Loss of Equipment

All devices offered by Saint Anthony's Primary School are covered by a fair use policy. Instances where the hard disk fails or the screen becomes faulty will be assessed and covered by the school to ensure our students have a fully operational device.

There is no cover for negligence, abuse or malicious damage. No devices are to be taken off site unless approval has been granted from the principal.

Any software or hardware issues, vandalism, damage, loss or theft of the device must be reported immediately to the school.

Non-Warrantable Damage

Non-warrantable damage is where damage to the device would not be classified as a warranty claim. E.g. hard-disk failure, backlight failure, unresponsive keys on the keyboard are classified as warrantable damage.

Non-warrantable damage includes but is not limited to:

- Damage caused by not carrying the device in the provided protective case.
- Any keys being removed from keyboards due to excessive force applied.
- Leaving objects (such as pens) on the keyboard when closing the lid, and as a result the device display is damaged.
- Leaving the device unattended and as a result the device is damaged.
- Wilfully damaging the device by drawing or scratching the device with a sharp implement.

Faults are deemed as non-warrantable by the school, and charges will apply for:

- Repair of the screen
- Replacement keyboards with damaged key cups
- Damage from dropping device
- Graffiti to protective case

Where the school determines that damage has been intentionally caused to a device, the full cost or replacement of the device may be charged. This is a school managed process. Photographic evidence will be taken and kept on file for recording purposes; furthermore a replacement device may be refused or repaired device will not be issued/re-issued until payment is made.

Related school policies

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff
- Data Breach Policy
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy.
- St Anthony's Catholic Primary School's Staff ICT Charter