Digital Technologies Policy

This policy includes the use of Laptops, Chromebooks, iPads and Tablet devices at SMCM School

RATIONALE

At St Mary of the Cross MacKillop Catholic Parish Primary School (SMCM), we believe that Digital Technologies are an integral part of everyday life. To cater for the development of student needs in this technological society, we need to provide various programs, facilities and experiences that expose our students to the technology of today and recognise its importance for student learning and their lives as digital citizens.

We are a community of learners and we believe that through Digital Technologies, engagement and partnerships are developed which improve student learning. The use of the school website, blogs and other online resources are an integral part of personalised learning which is driven by student outcomes.

We provide staff and students with access to the Catholic Education Victorian Network (CEVN), which includes the school’s Local Area Network, Internet, Google Apps for Education (GAFE), school blogs and email. Zscaler and Hapara are used to monitor and filter staff and student Internet use.

As educators it is our responsibility to teach students how to be positive digital citizens and operate within this online environment responsibly, safely and morally.

IMPLEMENTATION

STUDENTS

The following guidelines in the Digital Technologies User Agreement (Appendix 1) will be discussed with students before signing so that students have a clear understanding of their responsibilities.

This will be reviewed as a homegroup each term.

The guidelines on the following pages are divided into four categories: Monitoring, Security, Privacy and Equipment.

Note: Students, staff and parents/guardians must sign the agreement annually before they have any form of access to digital technologies.

A breach or breaches of any of the guidelines may lead to the loss of access to Digital Technologies resources. This loss of privileges may range from a ban of one week to a total loss of access for serious breaches or continual offenders.

Monitoring

✓ The Principal and Digital Technologies Leaders reserve the right to review any material on user accounts or files in order to ensure that usage of the network is appropriate.
✓ School email accounts are regularly monitored to ensure appropriate use by students.
✓ Students must inform the teacher of any site that worries them or which they believe a teacher would not approve.
✓ Accessing and/or browsing of unsuitable sites will result in immediate loss of privileges.
✓ Students must only use their school email when commenting on school related blogs.

Process for setting up and monitoring of email account for individual students:

✓ The Digital Technologies Leaders are to arrange for the Digital Technologies User Agreement (Appendix 1) to be distributed to each student.
✓ The agreement is signed by the parent/guardian and the student and is to be returned to the homegroup teacher.
✓ Once the Digital Technologies User Agreement is signed and returned to school the Digital Technologies Leaders will monitor student use and access.

Security
✓ If a student identifies a security problem on the Internet they must notify a teacher immediately.
✓ System files and configurations including files and other technical data must not be altered.
✓ Students will not move, alter or delete any files without permission when using Google Drive and shared folders.
✓ Emails from an unknown source are to be reported to the homegroup teacher before opening.
✓ The student’s use of Digital Technologies is monitored through Google Console, Hapara and Zscaler tools.

Privacy
✓ Students at SMCM will respect rights relating to privacy, this includes consideration of confidentiality of other users.
✓ As passwords and private information are confidential, they are not to be disclosed to, or swapped with, other students.
✓ Students are not permitted to provide private information such as their own and others’ home address, telephone numbers or other details.
✓ Any attempt by someone to seek student’s private details must be reported to the teacher immediately.
✓ Students are not to use inappropriate language or make defamatory statements about themselves or others online.
✓ Intellectual Property and Copyright laws must be considered before any work, logos or trademarks are used. When using information from a source it must be cited.
✓ Adhere to all social media and online guidelines and ethics.
✓ Adhere to all online terms and conditions.

Equipment
✓ Technology is only to be used under the direct supervision of the teacher/guardian.
✓ Students are to inform the teacher of any technical problems that they encounter with any equipment.
✓ Students must obtain the consent of the teacher before printing any material.
✓ Personal equipment should only be used on the school Network with teacher permission for the purpose of learning.
✓ Students are responsible for the ensuring their device is returned to the trolleys for charging.
✓ Years 3-6 students are responsible for the upkeep of their device making sure it is kept in a clean tub on top of their belongings.
STAFF
Monitoring
✓ Supervision of the students’ use of Digital Technologies is part of the duty of care that every staff member extends to every student.
✓ Staff will ensure the Digital Technologies User Agreement has been signed by parents, is reviewed annually with students.
✓ A copy of the Digital Technologies User Agreement will be placed on the blog under parent information.

Security/Privacy
✓ School email accounts are regularly monitored to ensure appropriate use by staff.
✓ The staff’s use of Digital Technologies is monitored through Google Console, Hapara and Zscaler tools.
✓ Intellectual Property and Copyright laws must be considered before any work, logos or trademarks are used. When using information from a source it must be cited.
✓ Staff are responsible for ensuring students comply to copyright laws. This can be checked by copying the student’s text into Google search.
✓ When using email, staff members are to be aware of Federal and State laws regarding libel, defamation, injurious, falsehood and innuendo, as well as discrimination, vilification and harassment. There are also laws concerning obscenity, pornography, and other sexually explicit or violent material.
✓ Images and personal details of staff may only be published on the Internet with their permission.
✓ Emails should not be opened if source is unreliable.
✓ Personal social media accounts should be kept private and separate from the school community.
✓ Information, photographs and videos relating to student learning and school life should only be distributed through the school’s social media accounts, websites and app.
✓ There is an expectation to conduct yourself in a professional manner when using online communities/social media applications.

Equipment
✓ Staff may use the Internet at school for personal use as long as it doesn’t interfere with the person’s employment obligations.
✓ Downloading of software and content onto computers should be for learning and teaching purposes.
✓ Staff members are to inform the Digital Technologies Leaders of any technical problems that they encounter with any aspect regarding Digital Technologies.
✓ All USB drives are to be scanned before use.
✓ When using Digital Technologies, staff are to behave in a professional and trusting manner.

EVALUATION
To be reviewed in accordance with the School Improvement Plan.

Reviewed by the Digital Technologies Team – March 2016
Digital Technologies User Agreement

RATIONALE
St Mary of the Cross MacKillop Catholic Parish Primary School acknowledges that Digital Technologies requires safe, respectful and responsible use. This agreement is to provide information on the expectation and responsibility of users and the procedures that need to be followed to ensure safe, effective and secure use of Digital Technologies.

IMPLEMENTATION
To the parent/caregiver/legal guardian, please:
1. Read this page carefully to check that you understand your responsibilities under this agreement.
2. Discuss this agreement with your child.
3. Sign the appropriate section on this form, detach and return to your child’s teacher. This will be kept in your child’s file.

To the student: Read and tick the following agreement

CODE OF BEHAVIOUR

As a safe and responsible user of Digital Technologies I will keep myself and other people safe by following these agreements and understandings:

☐ I agree to safely use Digital Technologies equipment after my parents have signed my user agreement form (see last page) and the completed form has been returned to school.

☐ I will use my GAFE account as directed by my teacher.

☐ I will use third party Apps and Extensions as approved by my teacher with my GAFE account e.g. Hapara, Speak It.

☐ I agree to only use the school Digital Technologies equipment for school related matters.

☐ I agree to ask my teacher’s express permission before giving out any personal and private information.

☐ I agree to only log on with my username.

☐ I agree to only use profile pictures that represent me.

☐ I will not allow anyone else to use my username.

☐ I will not share my password.

☐ I understand that I can only use devices and access the Internet at school when a teacher gives permission and when an adult is present.

☐ I understand that I must not use Digital Technology devices and the Internet to be mean, rude, offensive, to bully or harass, even if it is meant as a ‘joke’.

☐ I understand that the school’s Code of Behaviour apply to any digital technologies brought
to school. For example, a mobile phone.

- I will use my school email account to comment on the school blogs or as directed by my teacher.
- I will respect all school Digital Technologies and I will treat equipment with care. This includes:
  - Close lids slowly
  - Keep Chromebooks in a safe place with a protective case if food and drink are being consumed
  - Carrying the equipment with two hands when walking.
  - Keep protective case on at all times
  - Report any problems, vandalism, damage or loss of the device to the homegroup teacher and school immediately
  - Handle all ICT devices with care and notify a teacher immediately of any damage or attention required
  - Remaining seated once my device is switched on.
  - Logging off when finished with the device.
  - Choosing an appropriate learning space to use technology.
  - Ensure my device is charged.

- I have read and I agree with the above expectations.

While using digital technologies, **I will not:**

- Attempt to search for anything online including images that I know are inappropriate.
- Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- Create and own social media account (instagram, facebook, snapchat etc) where age restrictions under 13 apply without permission.
- Use inappropriate language or make defamatory statements about themselves or others online in or out of the school hours.
- Share inappropriate content with others.
- I **will** alert my teacher or parents straight away.
- Download or copy any files such as music, videos, photos, games or programs without the permission of a teacher or parent. This is to ensure we are following copyright laws.
- Connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher’s permission. This includes all wireless technologies.
- Plagiarise from any works or documents that I find on the Internet. **Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.**
- When using information, I **will** always display the source.
- Give out private information about school staff, school or other students or their families online. **Private Information includes:**
  - Name
  - Address
  - Email address
  - Phone numbers
  - Photos
  - Video
  - Account information
Compliance
It is expected that our students will enter into the spirit of this agreement in line with the values of SMCM. It is not expected that there will be serious breaches by the students. However, in the event of any that arise, the following actions will be put into place:

- Breaches of the acceptable use agreement in any form will incur the removal of the device for a period of up to one week along with formal communication with parents.
- Subsequent breaches will be considered more serious and therefore incur more serious consequences. These will include removal of the device for a period up to 2 weeks and further communication with parents to guarantee and enforce stricter monitoring and follow up at school and home.
- During any time of suspension, students will be expected to complete all set tasks with pen and paper

☐ I understand that if I break these agreements and understandings, the school will take action which may include: informing my parents, removing privileges and taking disciplinary actions.

Student
☐ I have read and understood this Digital Technologies User Agreement.

Name of student: ____________________________________________

Parent
☐ We / I have read this user agreement and are aware of the school’s initiatives to maintain a cybersafe learning environment, including my child’s responsibilities.
☐ We/I understand that if we/I become aware of a cybersafety incident involving students from SMCM, we have a responsibility to alert the school.

Name of parent/caregiver/guardian: ____________________________

Parent’s signature: ____________________________ Date: ______________