



## 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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.

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 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, app, blogs and other online resources are an integral part of personalised learning.

We provide staff and students with access to the Internet, Integrated Catholic Online Network (ICON), Google Suite for Education (GSuite) including Gmail, and school blogs. Zscaler, Google Console 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 in accordance with the eSmart framework and to operate within this online environment responsibly, safely and morally.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at St Mary of the Cross MacKillop Catholic Parish Primary School in accordance with legal and moral requirements and expectations.

## Scope

This policy applies to members of the St Mary of the Cross MacKillop Catholic Parish 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 communicate and share information within their school community.

**Mobile devices** refers to (but is not limited to) mobile phones, smart watches 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 and video sharing, video conference and blogs in a virtual community.

**Staff** means salaried, voluntary and contracted persons.

**Students** means those students enrolled at St Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish Primary School.

## **Duty of Care**

### **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 at least once a term.

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

*Note: Students 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 for continual offenders.

### **Monitoring**

- The Principal and Digital Technologies Leader reserve the right to review any material on user accounts or files in order to ensure that usage of such technologies is appropriate.
- School Google accounts (Gmail and Drive) are regularly monitored to ensure appropriate use.
- 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 are not to use inappropriate language or make defamatory statements about themselves or others online.
- Students are to ask the homegroup teacher for permission before using their GAFE account to subscribe to websites or apps.
- Adhere to all social media and online guidelines and ethics.
- Adhere to all online terms and conditions.
- Students must only use their school email when commenting on school related blogs.
- Once the Digital Technologies User Agreement is signed and returned to school, all staff will monitor student use and access.

### **Security**

- If a student identifies a security problem on the Internet they must follow the Stop, Block and Tell procedure: STOP what I am doing, BLOCK it by minimising or closing my screen so that others can not see and TELL a teacher or trusted adult straight away.

- 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.
- The school has copyright licences but all sources must be referenced.

### 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.
- Students must seek teacher permission for using personal equipment for the purpose of learning.
- Students are responsible for ensuring their device is returned for charging.
- Years 3-6 students are responsible for the upkeep of their device making sure it is return to the chromebook trolley or under teacher instruction kept in a clean tub on top of their belongings.

St Mary of the Cross MacKillop Catholic Parish Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Mary of the Cross MacKillop Catholic Parish 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. 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 Mary of the Cross MacKillop Catholic Parish 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-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 Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross

MacKillop Catholic Parish Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

### **Websites**

St Mary of the Cross MacKillop Catholic Parish 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.

### **Students**

St Mary of the Cross MacKillop Catholic Parish Primary School provides students and parents/guardians with the following:

- a copy of St Mary of the Cross MacKillop Catholic Parish 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 Mary of the Cross MacKillop Catholic Parish Primary School provides staff with the following:

- a copy of St Mary of the Cross MacKillop Catholic Parish Primary School's Acceptable Use Agreement
- a copy of this policy.

## **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



# Digital Technologies User Agreement

## RATIONALE

St Mary of the Cross MacKillop Catholic Parish Primary School acknowledges that Digital Technologies require 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 these pages carefully to check that you understand your responsibilities under this agreement.
2. Discuss this agreement with your child.
3. Sign the appropriate section of this agreement and return to your child's teacher. This will be kept in your child's file.
4. A copy of the ICT Acceptable Usage Policy is available on our school website for future reference.

**To the student and parent/guardian: Please read and tick the following agreement**

## CODE OF BEHAVIOUR

Name: \_\_\_\_\_ Homegroup: \_\_\_\_\_

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. Speak It.
- I agree to only use the school Digital Technologies equipment for school related matters.
- I agree to only log on with my username.
- I understand that I need to alert an adult if I feel unsafe or unsure about anything I see or hear online.
- 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 applies to any Digital Device brought to school. For example, a mobile phone, smart watch etc.
- I understand that if I bring a mobile phone to school, it must remain in my bag or be given to my homegroup teacher for safe keeping.
- I understand that my mobile phone and/or smart watch must not be used during school hours.
- 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:*

- Closing lids slowly
- Carrying the equipment with two hands when walking
- Handling all Digital Technology with care and report any problems, vandalism, damage or loss of the device to homegroup teacher
- 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 and ready for learning

- I understand that it is **not** recommended to own social media accounts (YouTube, Instagram, Facebook, Snapchat etc) when aged 13 and under.

**While using Digital Technologies, I will not:**

- Attempt to search for anything online including information and 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.
- Allow anyone else to use my username.
- Share my password.
- Use inappropriate language or make defamatory statements about others online in or out of the school hours.
- Share inappropriate content with others.
- 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 Digital Technologies 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.
- Give out private information about myself, 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 user 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.

### **STUDENTS AND PARENTS/GUARDIANS**

- I have read and I agree with the above expectations.
- 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.
- I understand that this User Agreement also applies to during school excursions, camps and extracurricular activities.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_





# Digital Technologies User Agreement

## RATIONALE

St Mary of the Cross MacKillop Catholic Parish Primary School acknowledges that Digital Technologies require 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:*

5. Read these pages carefully to check that you understand your responsibilities under this agreement.
6. Discuss this agreement with your child.
7. Sign the appropriate section of this agreement and return to your child's teacher. This will be kept in your child's file.
8. A copy of the ICT Acceptable Usage Policy is available on our school website for future reference.

**To the student and parent/guardian: Please read and tick the following agreement**

## CODE OF BEHAVIOUR

Name: \_\_\_\_\_ Homegroup: \_\_\_\_\_

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. Speak It.
- I agree to only use the school Digital Technologies equipment for school related matters.
- I agree to only log on with my username.
- I understand that I need to alert an adult if I feel unsafe or unsure about anything I see or hear online.
- 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 applies to any Digital Device brought to school. For example, a mobile phone, smart watch etc.
- I understand that if I bring a mobile phone to school, it must remain in my bag or be given to my homegroup teacher for safe keeping.
- I understand that my mobile phone and/or smart watch must not be used during school hours.
- 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:*

- Closing lids slowly
- Carrying the equipment with two hands when walking
- Handling all Digital Technology with care and report any problems, vandalism, damage or loss of the device to homegroup teacher
- 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 and ready for learning

- I understand that it is **not** recommended to own social media accounts (YouTube, Instagram, Facebook, Snapchat etc) when aged 13 and under.

**While using Digital Technologies, I will not:**

- Attempt to search for anything online including information and 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.
- Allow anyone else to use my username.
- Share my password.
- Use inappropriate language or make defamatory statements about others online in or out of the school hours.
- Share inappropriate content with others.
- 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 Digital Technologies 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.
- Give out private information about myself, 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 user 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.

### **STAFF**

- I have read and understood the ICT Acceptable Usage Policy. A copy of this policy is available on our school website for future reference.
- I have read and understood the conditions of the Digital Technologies Student User Agreement which has been signed by students and their parent/guardians.
- I have read and understood my responsibilities as a teacher and professional.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_