

Digital Technologies Policy



**St Thomas the Apostle School
Greensborough North**

SECTION 1: Introduction

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Definition:

In this policy, the following refer to:

- a) An 'authorised person' is the School Principal or a person authorised by the school principal.
- b) ICT refers to Information and Communication Technology. 'School ICT systems/ equipment/ devices' includes but is not limited to St Thomas Local Area Networks (LANs), Wide Area Networks (WAN), Wireless Local Area Networks (WLANs), Internet, Intranet, Email, software, servers, desktop and laptop computers, notebook computers, tablets, digital cameras, memory sticks or any other USB storage device.
- c) Cybersafety refers to the safe use of the Internet and Digital Technologies equipment and devices
- d) 'Users' include all full-time, part-time, casual or temporary employees, all enrolled students and any parents or volunteers who use the Digital Technologies systems at St Thomas the Apostle School.
- e) The policy governs the use of, but is not limited to:
 - Using the internet and intranet and viewing material electronically
 - Downloading or accessing files from the internet or other electronic devices such as iPads
 - Email
 - Social media including Blogs
 - Saving, storage or sharing of files
 - Media streaming
 - Video conferencing
 - Printing
 - Photographs

Rationale:

St Thomas the Apostle School recognizes the need for students to be safe and responsible users of digital technologies. We believe that providing students with explicit teaching about safe and responsible use of digital technology systems, devices and equipment is essential and is best taught when reinforced by parents /guardians.

All staff and students agree to St Thomas the Apostle's Digital Technologies User Agreement on an annual basis. The students in years 3, 4, 5 and 6 agree to the terms outlined within the Years 3 to 6 User Agreement¹. Students in Prep, Year 1 and 2 agree to the similar terms outlined within the Prep to Year 2 User Agreement². The Digital Technologies User Agreement documents have been developed in order to promote positive learning experiences and appropriate use of eLearning resources provided by the school.

This policy is reviewed regularly as part of the school's review cycle and to keep abreast with the ongoing and dynamic nature of technology.

Aims

- To create a school environment that demonstrates a commitment to the school values.
- To develop student Digital Technologies skills and competencies in the use of computers and other technologies.
- To develop student understandings of the importance of Digital Technologies in everyday life.
- To support the attainment of curriculum goals through the use of Digital Technologies.
- To provide an environment for stimulated and engaging learning through integration of Digital Technologies.
- To supervise students when using Digital Technologies systems, equipment and devices for educational purposes.
- To provide experiences for students to experiment with different Digital Technologies tools.
- To develop practices for safe use of Digital Technologies through explicit teaching of cybersafety initiatives.
- To provide a filtered internet system but acknowledge that full protection from inappropriate content can never be guaranteed.
- To support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.

¹ [2016 Years 3 to 6 User Agreement \(Page 7 & 8\)](#)

² [2016 Prep to Year 2 User Agreement \(Page 6\)](#)

SECTION 2: Cybersafety

Definitions:

Cybersafety is the act of being safe online. Living and educating in a digital world means cybersafety is extremely important for any person when communicating and sharing online (in particular children). Cyberbullying occurs when a person or persons use online technologies to support deliberate, repeated, unfriendly and often aggressive behavior towards an individual or group.

Rationale:

At St Thomas the Apostle School, our teaching and learning is supported and enhanced by a vast range of Digital Technologies systems, equipment and devices. To ensure safe and responsible use of these digital technologies, we aim to create and maintain a cybersafety culture, which is in keeping with the values of our school. Despite having a filtered internet service, we can never guarantee full protection from inappropriate content. Therefore, it is important that our Digital Technologies systems go hand in hand with explicit cybersafety teaching at school, as well as a partnership with parents. This ensures our students are equipped with the best tools for being safe online. We endeavour to address any issues in which a student may feel threatened or mistreated by others through the use of online technologies, including social media.

Aims:

- To support students engaging in and promoting a safe, inclusive and supportive online learning environment.
- To explicitly teach cybersafety initiative to all students
- To raise student awareness of issues, such as online privacy.
- To provide students with strategies for dealing with issues involving cybersafety
- To work together with parents to support the reinforcement of cybersafety at home.
- To supervise students online and monitor and act on any issues that may arise.

Programs to support the policy:

1. Budd:e Cybersecurity Education <https://budd-e.cybersmart.gov.au/primary/main.php>
2. The Alannah and Madeline Foundation Digital Technologies School program: <http://www.amf.org.au/eSmartschools>
3. Australian Government eSafety site (age-related online programs): <https://www.esafety.gov.au>

SECTION 3: Social Media

Definitions:

Social media refers to online or mobile based technologies which allow for communication and interaction in an online environment. Social media may include (although are not limited to):

- Social networking sites (e.g. Facebook, Google+)
- Video and photo sharing websites (e.g. Flickr, YouTube, Picasa)
- Blogs (Wordpress Blog such as our School Blog, Blogger)
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Pinterest, Google groups)
- Shared online spaces (eg Wikis, Google Apps)
- Video and web conferences (eg Skype, Webinar, Google Hangouts)
- Email and instant messaging
- All other emerging electronic/digital communication applications

Rationale:

There are many advantages of using social networking in schools, provided that they are used for educational purposes. At St Thomas the Apostle School, social media programs are an excellent educational and communication tool which allows for interaction, communication, collaboration and sharing of learning with peers, parents and the wider community, whether that is local, national or global. It opens up the classroom and provides opportunities for learning and sharing which are not otherwise available.

Aims:

- To use social media to enhance learning within the school
- To communicate learning with parents
- To collaborate with members of the local, national and global community
- To share learning and receive feedback on the learning that has been done in our school
- To ensure students are supervised when participating in social media
- To provide the required cybersafety information to ensure that social media is used safely

Guidelines:

- Students will be identified using their first name only
- Students will not publish any personal details about themselves.
- Any comments posted on the blogs will be monitored by the class teacher
- Parents wishing to comment on our blog are to use only their child's first name and relationship to that child to assist with the protection of privacy (e.g. John's Mum)
- An emphasis will be placed on student discussion of the blogging rules and safety guidelines

SECTION 4: Google Suite for Education

Google Suite for Education is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered to be working "in the cloud." The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device.

Google Suite for Education is a special setup of the popular Google Apps, tailored specifically for educational institutions. Specifically this means that accounts are managed by St Thomas the Apostle School (and not by Google) and all advertisements are turned off. This service is available through an agreement between Google and our school. Google Suite for Education operates using our existing domain (htws.catholic.edu.au). All documents that are created using Google apps are owned by St Thomas the Apostle and can be accessed at any time from our Admin console at any time. Student activity on Google Suite for Education is monitored by staff using Hapara Teacher Dashboard. Google+ (Social Networking Site) has been restricted to staff only and cannot be accessed by students using their school domain.

The students' Google accounts allow access to St Thomas the Apostle's Gmail, Calendar, Contacts, Drive, Docs and Sites. All Google Suite for Education account holders also have access to a number of other learning, collaborative and productivity based tools that may be utilised within the School.

The Google agreement with St Thomas the Apostle School provides access to Google applications and storage. While Google hosts these services off-site from the school grounds, St Thomas the Apostle maintains the ability to manage users, groups and settings, much like other locally hosted systems. All users of the St Thomas the Apostle School Google accounts need to be aware that the school Google Administrator can access, manage and monitor accounts and activity within the Google Suite for Education domain. St Thomas the Apostle School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

To view the full Google Suite for Education Terms of Service, follow the link below:

www.google.com/apps/intl/en/terms/education_terms.html

SECTION 5: MOBILE PHONES & OTHER PORTABLE DEVICES

There are some students who require access to a mobile phone or other portable devices such as an iPad or tablet for safety reasons when going to and from school. The mobile phone or other portable device may be brought to the school under the following conditions:

- The parent/carer must inform the classroom teacher of their consent for a student to have a mobile phone or other portable device.
- Mobile phones or other portable devices are not to be used for any purpose on school premises, grounds or during off-site activities such as camps or excursions without prior arrangements with the school.
- Students are required to put their mobile phone or other portable device into their class bucket for safe-keeping in the office in the morning and collected from the class bucket at the end of the day. If they forget to collect this device at the end of the day it will be stored at school overnight.
- Parents and carers may contact children if required by leaving a message with the school office.
- If a student requires the use of a telephone in the case of an emergency, they can use the phone in the school office.

Consequence of students using personal digital and electronic devices:

- Where a student is found to have a personal digital or an electronic device, it will be confiscated for collection by the parent/carer.
- In the case of an approved mobile phone or other personal device, the device will be confiscated and will be given back at the end of the day and the parent notified of the inappropriate use.
- If a student is found to have a mobile phone or other personal device without a parent consent, the device will be confiscated for collection by the parent/carer.

Theft or Damage:

- Students are required to mark their mobile phone or other personal device clearly with their names and keep a record of the security number of their device.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones or messages on another type of device (e.g. by other students if stolen).
- Mobile phones (or other personal devices) and/or passwords must not be shared.
- The school accepts no responsibility for replacing mobile phones or other personal device that are lost, stolen or damaged whilst on school premises.

SECTION 6: STUDENT DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

(Prep to Year 2)

As a safe and responsible user of Digital Technologies, I will keep myself and others safe

1. I will follow my teacher’s instructions when using computers, iPads and other technology in my school.	
2. I will look after the computers, iPads and other technology in my school.	
3. I will only visit internet sites that my teacher says I can go to.	
4. I will not tell anyone my personal information such as my passwords, where I live or my phone number when I communicate online and I will only use my first name.	
5. I will tell a teacher if I see any inappropriate use of technology used at St Thomas the Apostle.	
6. I will try to make sure I am safe whenever I use technology at St Thomas the Apostle. If I do see something inappropriate I will turn off the screen, use the back button or click on the red X at the top of the screen. If I find something that I don’t like or makes me sad,I will tell an adult straight away.	
7. I will always be polite, respectful and safe online.	

Consequences for inappropriate use can be found on page 10.

Student “Digital Technologies Acceptable Use Agreement” Declaration

Student’s Name: _____ Class: _____

I have read and agree to follow the above rules for ICT usage at Holy Trinity Primary. I understand that if I don’t make good choices when using ICT, my privileges will be taken away.

Student’s Signature: _____

Date: _____

SECTION 7: STUDENT *ICT* ACCEPTABLE USE AGREEMENT (Years 3 to 6)

SECTION 7: STUDENT *DIGITAL TECHNOLOGIES* ACCEPTABLE USE AGREEMENT (Year 3 to Year 6)

The students in Years 3 to 6 have access to a variety of technology at St Thomas the Apostle including desktop computers, Chromebooks, laptops and iPads.

Please read and tick the following boxes clearly to comply with the following:

As a safe and responsible user of Digital Technologies I will keep myself and others safe by agreeing to

1. Use all St Thomas the Apostle related technology in a responsible manner during school hours.	
2. Use all St Thomas the Apostle related technology in a responsible manner outside of school hours.	
3. Always follow the guidelines provided to me by my teacher/s and by my school.	
4. Report any inappropriate use of any of St Thomas the Apostle related technology to the teacher.	
5. Take appropriate steps to ensure that my safety and the safety of others is maintained at all times whilst using all St Thomas the Apostle technology.	
6. When I use information from the Internet I will acknowledge the source.	

*As a safe and responsible user of ICT, I will keep myself and others safe by **agreeing not to***

1. Share any of my usernames or passwords with my classmates even my closest friends.	
2. Attempt to log into the accounts of any of the students at St Thomas the Apostle even if someone shares these details with me.	

3. Share my personal details (name, phone number, etc.) online without talking to a teacher about this first.	
4. Share the personal details of others online	
5. Use the Internet to access inappropriate, dangerous or offensive sites.	

The consequences for breaking this Digital Technologies User Agreement will be decided on by the class teacher in consultation with members of the St Thomas the Apostle leadership team.

Consequences for unacceptable use (refer to page 10)

Student "Digital Technologies Acceptable Use Agreement" Declaration

Student's Name: _____ Class: _____

I have read and agree to the above norms for ICT usage at Holy Trinity Primary. I am aware that failure to follow them will result in the loss of privileges for usage of all ICT systems, equipment and devices.

Student's Signature: _____

Date: _____

Parent/ Guardian Signature: _____

St Thomas the Apostle School

SECTION 8: Consequences for Unacceptable Use

Level One Breach

Verbal warning and a reminder of our school's Student Digital Technologies Acceptable use Agreement.

Examples

- Sharing of passwords and accessing inappropriate sites.
- Not using technology or devices in a responsible manner.

Level Two Breach

Parents will be informed of the Level Two Breach to discuss the negotiated consequences that may involve loss of Digital Technologies privileges. These consequences will align with our School Behaviour Policy. Students will be required to complete a blue behaviour form.

Examples

- accessing another person's account, sharing someone else's personal details online, using inappropriate language online, making inappropriate posts on social media and repeated breaking of Level One Breaches.

Level Three Breach

A meeting with the Principal or Deputy Principal, parent/s and student/s will be undertaken. Consequences will be decided upon in consultation with our School Behaviour Policy once our initial meeting/s have been conducted. Possible consequences of a Level Three Breach may include significant loss of Digital Technologies privileges, and/or a community conference involving principal, parents and/or external agencies.

Examples

- cyberbullying of one or more student/s, intentionally accessing and sharing of inappropriate websites, and repeated breaking of Level Two Breaches.

All Level One, Level Two and Level Three Breaches must be recorded in student's file in the nWellbeing section of Nforma and on the school register on T Drive/Digital Technologies Incident Record.

School Behaviour Policy <https://goo.gl/5NMy0J>

Blue Behaviour form (Prep to Year 2) <https://goo.gl/pl9ad8> (Prep to Year 2)

Blue Behaviour form (Year 3 to 6) <https://goo.gl/pl9ad8> (Year 3 to 6)

SECTION 9: Parent / Guardian Declaration

As a St Thomas the Apostle parent I understand that St Thomas the Apostle will:

- Endeavour to enhance learning through safe use of Digital Technologies through the explicit teaching of cybersafety initiatives and filtering inappropriate, illegal or harmful material to the best of our ability.
- Work in partnership with parents to ensure a consistent approach to cybersafety at school and at home.
- Respond to any breaches of the Digital Technologies Policy in an appropriate manner.

Please read and tick the following boxes clearly to comply with the following:

As a St Thomas the Apostle parent I understand that my responsibilities include

1. Reading and discussing the Student Digital Technologies Acceptable Use Agreement with my child and reinforce the reasons why it is important.	
2. Encouraging my child to follow cybersafety rules as taught to them at school.	
3. Ensuring that I only refer to myself according to my child's first name and my relationship to them when commenting on school blog posts (e.g. John's Mum).	
4. Ensuring that at least one member of my family attends our annual school provided session on the importance of cybersafety.	
5. Contacting the Principal to discuss any questions or concerns I might have about cybersafety and or/ Acceptable Use Agreement.	
6. Ensuring that our St Thomas the Apostle emailing guidelines are met particularly in regards to contacting any member of the school community (staff, students, parents) before 7am or after 9pm.	
7. Ensuring that I do not place any photos or videos of other students on social media without seeking approval from each student's parent or guardian first (as stated in the St Thomas the Apostle Code of Conduct).	
8. Ensuring that I inform the classroom teacher of my consent for my child to have a mobile phone or other portable device at school. This device will be stored in the school office during the school day.	

Parent/ Guardian "Digital Technologies Acceptable Use Agreement" Declaration

I have read the Acceptable Use Agreement. I am aware of the school's initiatives to maintain a cybersafe learning environment.

Parent and Family Name: _____

Student(s)'s Name: _____

Parent/Guardian Signature: _____

Date: _____

I understand the school will provide adequate supervision and support to minimize the risk of exposure to unsuitable material.

SECTION 10a: Staff Responsible Use Agreement

Please read and tick the following boxes clearly to comply with the following:

Staff responsibilities when using Digital Technologies both at St Thomas the Apostle School and at other times include:

1. Ensuring that we maintain a high level of professionalism such as when sending emails and sharing documents outside our acceptable hours according to our St Thomas the Apostle guidelines .	
2. Ensuring that confidential or private (including passwords) information is not shared.	
3. Ensuring that information and data is not altered without authorisation.	
4. Ensuring that purposeful infection of computer malware and virus' that may be harmful to the Digital Technologies systems and network is strictly prohibited.	
5. Ensuring that software that is licensed to the school is not be misused, taken or copied without permission.	
6. Downloading or uploading any potentially harmful software to devices without consulting with Digital Technologies administration first.	
7. Ensuring that content which is hateful, offensive or illegal is not to be accessed or sent.	
8. Ensuring that you do not accept any <u>new</u> friend requests from students or parents on social networking sites (such as Facebook, Instagram, Google + Snapchat). This responsibility is valid from 29 January, 2018.	
9. Ensuring that when personal devices are used in the classroom are done so for educational purposes only, eg. using the timer on your phone. Personal devices use should be in accordance with our St Thomas the Apostle Digital Technologies Policy.	

Breach of this contract or agreement will be regarded seriously and action will be taken in consultation with our school policy.

Holy Trinity Staff "Digital Technologies Acceptable Use Agreement" Declaration

Name: _____

Position: _____

I have read and agree to support the school's initiatives to maintain a safe learning environment

I agree to follow the guidelines of the Staff Acceptable Use Agreement.

Signature: _____

Date: _____

SECTION 10b : Teacher’s Responsible Use Agreement

Please read and tick the following boxes clearly to comply with the following:

Teachers responsibilities when supporting the students in the implementation of Digital Technologies at St Thomas the Apostle School include:

<p>1. Explicit teaching of responsible online use and Cybersafety using available resources such as:</p> <ul style="list-style-type: none"> • Budd:e Cybersecurity Education https://budd-e.cybersmart.gov.au/primary/main.php • The Alannah and Madeline Foundation Digital Technologies School program: http://www.amf.org.au/eSmartschools • Australian Government eSafety site (age-related online programs): https://www.esafety.gov.au 	
2. Providing suitable instruction and supervision of Digital Technologies systems and equipment.	
3. Providing well planned activities to minimise the potential for inappropriate use of the Digital Technologies systems and equipment	
4. Maximising the benefits of Digital Technologies to enrich student learning.	
5. Encouraging students to alert a teacher immediately if inappropriate content is found.	
6. Ensuring that students understand the Student Digital Technologies Acceptable Use Agreement and follow this in their ongoing use of Digital Technologies both on and off site.	
7. Ensuring all Digital Technologies devices are well maintained and kept safe both on and off site.	

Breach of this contract or agreement will be regarded seriously and action will be taken in consultation with our school policy.

Holy Trinity Teacher’s “Digital Technologies Acceptable Use Agreement” Declaration

Name: _____

Position: _____

I have read and agree to support the school’s initiatives to maintain a safe learning environment

I agree to follow the guidelines of the Staff Acceptable Use Agreement.

Signature: _____

Date: _____

SECTION 11: Photograph / Video Permission

PHOTOGRAPH/VIDEO PERMISSION FORM – PREP TO YEAR 6

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME: _____ **YEAR LEVEL:** _____

- I give permission for my child's photograph/video and name to be published in: (Please tick)

Medium	Yes	No
● Our School Newsletter		
● Our School Network		
● Our School Blog		
● Our School Website		
● Social Media		
● Promotional Materials		
● Newspapers and other media		

- I understand that this consent form is for the life of my child's schooling at St Thomas the Apostle. Should I wish to withdraw or alter my consent I will notify the school office to inform them.
- I authorise the CEM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEM/CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/video of my child to be used by the CEM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent / Guardian
(please circle) _____

Signed: Parent/Guardian _____ **Date:** _____

If Student is aged 15+, student may also sign: Signed: Student _____ **Date:** _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth)

OFFICE USE Date of Photograph/Video: (month & year)	
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