

St Thomas the Apostle 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 Thomas the Apostle 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 Thomas the Apostle 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 Thomas the Apostle are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Thomas the Apostle, 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.

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

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at St Thomas the Apostle in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Thomas the Apostle 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, 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 Thomas the Apostle.

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 Thomas the Apostle 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 Thomas the Apostle 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 Thomas the Apostle will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Thomas the Apostle 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 Thomas the Apostle 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 Thomas the Apostle 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 Thomas the Apostle 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 Thomas the Apostle.

Duty of Care

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 Agreement. Students in Prep, Year 1 and 2 agree to the similar terms outlined within the Prep to Year 2 User Agreement. 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.

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

Websites

St Thomas the Apostle 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 – to be developed by each school



St.Thomas the Apostle School
251 Diamond Creek Road,
GREENSBOROUGH NORTH, 3088
Ph: 9434 4565

St. Thomas the Apostle Catholic Primary School

Technology Student Code Of Practice Agreement ***For children in years 3-6 ONLY**

All students need to read, sign and return this page to their teacher before they are allowed to use various Technology tools at St. Thomas'

1. I will always use language and behavior that I know is appropriate and respectful to others when using the school's technology and online learning spaces.
2. My password is important to me. I will try to remember my usernames and passwords and I will not use or share anyone else's username or password.
3. When accessing the internet, I will only use websites or applications that the teacher has requested.
4. Privacy is very important to me. I will not give out my personal information or information about another person such as name, address, email address or telephone numbers. I will always let the teacher know if someone is asking for these.
5. I will care for and respect our school's Technology resources at all times.
6. My own Personal Digital Devices (e.g Smartphones, iPads, Smart Watches) or Handheld Gaming Devices will remain at home and not brought to school, unless permitted by the classroom teacher for special occasions.
7. If I have been granted permission to bring a mobile phone to school by my parents, I will hand it in to my teacher every morning and collect it after school. Mobile phones are not to be used to take photos.
8. When using the internet for communication, all replies, comments and posts will remain respectful at all times. If I feel worried about anything posted to or about me, I will speak to my teacher about it.
9. My school Google Education account is to be used for school based activities only. I will not open any emails, attachments or links in an email from anyone I do not know.
10. Social Networking sites are not to be accessed, or attempted to be accessed on school equipment or on the school premises.

I agree to follow the above rules and am aware that breaking them will result in losing access to technology tools and possible further discipline, as deemed necessary by the school.

STUDENT'S NAME : _____ **CLASS:** _____

Student's signature : _____ Date: _____

Parent's signature : _____ Date: _____

Signed agreements must be returned to your child's teacher before any use of digital technologies



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St. Thomas the Apostle Catholic Primary School

Technology Student Code Of Practice Agreement 2017

***For children in years Prep-2 ONLY**

All students need to read, sign and return this page to their teacher before they are allowed to use various Technology tools at St. Thomas'

1. I will look after our technology. 
-  2. I will carry our technology carefully.
3. I will share our technology with others. 
-  4. I will speak and act respectfully towards others when using technology.
5. I will remember my username/password and not share it with others. 
-  6. I will only use websites or apps that the teacher asks me to.
7. I will always ask the teacher first if I would like to try something new. 

I agree to these rules and know that if I break them,
 I could lose the privilege of using Technology at school

STUDENT'S NAME : _____

Student's signature : _____ Date: _____

Parent's signature : _____ Date: _____

**Signed agreements must be returned to your child's teacher before any use of digital technologies*

Students

St Thomas the Apostle provides students and parents/guardians with the following:

- a copy of St Thomas the Apostle 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 Thomas the Apostle provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

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.