

Christ Our Holy Redeemer Primary School ICT Acceptable Usage Policy



Inspired by the Spirit, we are a strong community, supporting and leading learners in a safe and inclusive environment.

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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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. Christ Our Holy Redeemer 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 Christ Our Holy Redeemer Primary School 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.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at Christ Our Holy Redeemer Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer Primary School against any student or staff member is who 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 Christ Our Holy Redeemer Primary School.

Duty of Care

Christ Our Holy Redeemer Primary School staff are trained in the philosophies of the eSmart program and are provided with the information necessary for Cyber Safety Education. All Christ Our Holy Redeemer School students will undertake Cyber Safety lessons and will be required with their parents to sign an COHR Acceptable Use Agreement before they will be permitted to use any digital technology at school at the beginning of each year.

The school community will be provided with Cyber Safety information on a regular basis. All students are explicitly taught safe and responsible online behaviour and parents are requested to reinforce this behaviour at home.

Christ Our Holy Redeemer School staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to the police. Staff will supervise students when using digital technologies and provide a filtered internet service. However, we acknowledge that full protection from inappropriate content can never be guaranteed. Therefore, students are aware that if inappropriate content is shown on a device they need to inform the teacher immediately.

Christ Our Holy Redeemer Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Through our Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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 Christ Our Holy Redeemer 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. Christ Our Holy Redeemer Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Christ Our Holy Redeemer 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 – to be developed by each school

All Christ Our Holy Redeemer School students will undertake Cyber Safety lessons and will be required with their parents to sign an COHR Acceptable Use Agreement before they will be permitted to use any digital technology at school at the beginning of each year. (See Appendix)

Students

Christ Our Holy Redeemer Primary School provides students and parents/guardians with the following:

- a copy of Christ Our Holy Redeemer 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. Christ Our Holy Redeemer Primary School provides staff with the following:

- a copy of this policy
- a copy of the Acceptable Use 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.

Christ Our Holy Redeemer Primary School

Digital Devices, Internet & Digital Acceptable Use Agreement



Christ Our Holy Redeemer Primary School's computer facilities are provided to allow for students and staff to access and use a variety of computer hardware (*including ipads, laptops, desktops, chromebooks, interactive TV's and cameras*), software and information sources, including the internet, email, Google Workspace (Drive/ GMail/Classroom/Meet), and social media (school app Flexibuzz, Seesaw, Canva and Twitter). These facilities are provided to further the Educational Goals of the school community, through access to unique resources and opportunities for collaborative work.

As the internet also gives us access to inaccurate information, unsuitable material, plagiarism and contravention of copyright, it is important to have strategies in place to deal with these. Whilst our filtering software keeps most unwanted sites from our computers, it is impossible for the school to restrict access to all controversial materials. Students will continually be educated in ways to deal with these issues and Cyber-Safety and Digital Citizenship is covered throughout the whole year by all staff. Students will continue to learn how to be responsible citizens by respecting and protecting others and themselves and being aware of the rules around copyright and plagiarism.

At COHR, access to the internet by students will be supervised by teachers and it will be for educational purposes only. Inappropriate use of these facilities may result in suspension of access. Parents must also understand that children's computer activities at home should always be supervised and this will support the school with encouraging cyber-safe behaviours.

The purpose of these guidelines is to ensure that students of Christ Our Holy Redeemer School who use the computers and internet do so in a safe, legal and responsible way.

By accepting this agreement you are giving permission for your child to use online tools approved and supervised by all teachers including, but not limited to: Google Workspace (Drive /Email /Classroom/ Meet), Google Sites, Blogs, Canva, Flipgrid, SeeSaw and other educational apps.

What is G Suite for Education?

Google Apps is a service providing several Google products under a custom domain name, in our case @cohroakeast.catholic.edu.au. Our school retains administrative powers and can monitor as well as customise which services are available to students and staff. It features several web applications with similar functionality to office suites, including Drive, Documents, Presentations, Spreadsheets, Sites and gmail. Files are stored in the 'cloud' and due to Google's size, may be stored in servers outside of Australia. Christ Our Holy Redeemer retains ownership of all files/data stored in the cloud. More information can be found at:

<http://www.google.com/about/datacenters/inside/locations/index.html>

For more information on Google's privacy policy for education please visit www.google.com/edu/trust

Please sign the Acceptable Use Agreement with your child. It is valid from February 2022 until February 2023 and return to school ASAP.

A copy of this Acceptable Use Agreement can be accessed on our school website

We use the school equipment and internet to enhance our learning at COHR in 2023

Respect and Protect Equipment

I will ensure that

- I take great care with all computer equipment
- I will not alter or change the computer screen display, background or move programs
- I will only use the computers if a staff member is present in the room
- I will walk carefully whilst carrying mobile devices with two hands and the lid closed
- I will contribute to putting all devices away neatly and in their numbered trays or trolleys
- I understand that the use of electronic devices is a privilege not a right

- I understand that my inappropriate use of school equipment will result in the loss of this privilege

Respect and Protect Others

I will ensure that

- I will not access, alter or delete another person's file, online material or device
- All messages I send online will be polite and sensible and include no silly images
- I will use correct grammar and spelling when communicating online and remember to use punctuation. I will not use text talk such as 'thanx' or 'gr8' or emojis
- I will not use the internet, email, Google comment/chat box, class SeeSaw to tease or bully another person
- I will not use the 'chat box' or 'comment' section in Google Workspace for personal chats whilst working on school work

Respect and Protect Copyright

I will ensure that

- I will copy and paste the website address of any text or images I use
- I will seek permission from students and teachers involved before taking photos, recording sound or videoing them

Respect and Protect Myself

I will ensure that

- I will only use my own username and password, which I will not tell any other student
- My behaviour in class when using the internet will be responsible, respectful, positive & safe
- I will access appropriate information which is relevant to my work. If an inappropriate site comes up I will immediately fold the lid down and tell the teacher
- I will ask permission before printing
- I will save my work in my own folder/drive or in the appropriate class folder/drive
- I will not bring any of my own devices and connect them to the school devices
- I will only email people I know, or people the school has approved for school based tasks and communication
- I will not type in any website address to access games or programs without teacher direction
- When sending email, posting a comment or submitting a social media post I will not give my email address, home address or phone number, or arrange to meet someone
- If I see anything I am unhappy with or I receive a message I do not like, I will tell a staff member immediately

- I know that the school may check my drive and may monitor my history of the Internet sites I visit
- I understand that if I deliberately break these rules, I may be stopped from using the computers or internet
- I understand that I cannot download any programs, apps, extensions or go to the 'webstore'
- I will not respond to any online ads, competitions or scams
- I will only access games and activities through the class page and apps or chrome extensions that have been approved
- I will not use my school google email address to subscribe to YouTube or other sites

I agree to follow the above expectations and am aware that breaking them will result in loss of my privilege to use the computer facilities and the Internet

Student Name: _____

Student 2023 Class: _____

Student's Signature: _____

Parent's Signature: _____

Teacher's Signature: _____

Feb 2022/2023