

# ICT Acceptable Usage Policy

Our Lady of the Pines Catholic Primary School



## 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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. Our Lady of the Pines Catholic 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.

## Rationale

Our Lady of the Pines Catholic Primary School aims to provide an eSmart culture within the educational environment which is in keeping with the values of the School, legislative and professional obligations, and the community's expectation. Within this context, the objective of this Policy is to ensure the smart, safe, responsible use of ICT within the school community.

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 Catholic schools 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 Our Lady of the Pines Catholic Primary School in accordance with legal and moral requirements and expectations.

At Our Lady of the Pines we use online platforms that demonstrate a high security standard for the safety and security of our students and staff's information. The online platforms that we use weekly are listed below, along with their privacy policies;

- Mathletics - <https://www.3plearning.com/privacy-statement/>
- Google Workspace for Education - <https://edu.google.com/why-google/privacy-security/>
- Seesaw - <https://web.seesaw.me/privacy-policy>

If the School considers that a Computer User has in any way failed to comply with this policy, it may:

- immediately remove the Computer User's access to any part of the School's computer system (including e-mail or Internet);
- audit and view all material viewed on, sent to and from its computer system (including Internet sites and e-mail attachments); and/or
- take disciplinary measures against the Computer User.
- Inform appropriate authorities about the activities of the user.

## Scope

This policy applies to members of the Our Lady of the Pines Catholic 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, 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** include 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic Primary School.

## **Duty of Care**

Our Lady of the Pines Catholic Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Our Lady of the Pines Catholic Primary School will prepare staff to deal with these issues.

## **Implementation**

Our Lady of the Pines Primary School Student ICT Acceptable Use Policy is discussed with students and parents;

- All students will undertake a Cybersafe program and will be required with their parents to sign an Acceptable Use Agreement before they will be allowed on-line.
- The school community will be provided with Cyber Safety information on a regular basis, including a Cyber Safety information evening for parents.
- Students and their carers are encouraged to report any incidents of cyberbullying or inappropriate use of technology that they become aware of.
- On investigating any cybersafety breach, consequences will be put in place determined by: the seriousness of the breach, the age and understanding of the student involved in the breach and the effects the breach has had on others
- Staff use Digital Technologies and Internet in accordance with the School's Staff ICT Acceptable Use Policy;
- A copy of all School ICT and eSmart policies are displayed on the school website;
- Breaches of ICT Acceptable Use Policies are recorded and are dealt with accordingly;
- The School Community are updated about eSmart initiatives on a regular basis through newsletters, fact sheets, special events and the School Website;
- Victorian Curriculum eSmart Scope and Sequence is implemented from Years Foundation to 6 and supported in the classroom by the Digital Learning Leader, including workshops facilitated by the TechOLOPy team.

## **References/Resources/Agreements and Policies:**

Cybersmart program- Australian Communications and Media Authority [www.acma.gov.au](http://www.acma.gov.au)

Cybersmart Kids [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

eSmart School Program -The Alannah and Madeline Foundation

[www.esmartschools.org.au](http://www.esmartschools.org.au)

## 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 Our Lady of the Pines Catholic 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 Our Lady of the Pines Catholic 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. Our Lady of the Pines Catholic Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

### Websites

Our Lady of the Pines Catholic 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

**Appendix 1** - Student Acceptable User Agreement Information

**Appendix 2** - Acknowledgement section for students and parents to declare their understanding of the Acceptable Usage Agreement by providing their signatures -

### Students and Parents/Guardians

Our Lady of the Pines Catholic Primary School provides students and parents/guardians with the following:

- a copy of Our Lady of the Pines Primary School 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. Our Lady of the Pines Catholic Primary School 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
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy.

# OLOP Staff Acceptable User Electronic Mail, Intranet/Internet and School Computer Network Policy Agreement



I have read the Social Media & ICT Acceptable Usage Policy documents in compliance with my employment at Our Lady of the Pines and I agree to adhere to all of its terms and conditions.

NAME:.....

SIGNATURE:.....

DATE:.....

I agree to my:	Yes	No
<i>work</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>photographs or video footage</i>	<input type="checkbox"/>	<input type="checkbox"/>

being published on the Internet as deemed appropriate by the school.

NAME: .....

SIGNATURE: .....

DATE: .....



Dear Parents and Carers

Digital Technology (DT) is an important part of our curriculum. The children at OLOP have the use of various digital technology equipment and access to resources on the Internet. All Catholic Schools in Victoria access the internet in a controlled, secure environment designed exclusively for schools. Internet access is restricted and managed by CECV (Catholic Education Commission of Victoria) Edge Network using the FortiGate Web Management system. Built into this network are screens and filters restricting student access to material on the Internet. Restricted sites are therefore blocked and any attempt to access these sites is recorded and the user identified. While using the Internet the children will be under the supervision of their classroom teachers. *Please note that when students are using the internet at home, which includes the use of programs and applications that are used at school, that the school's internet filtering is **not applicable**. It is important to **ensure that home internet is protected and filtered**.* A full outline of the OLOP ICT User Agreement Policy can be found on our school website.

Our children need to understand the implications of using the network, Internet and e-mail responsibly and safely. A prerequisite for children using the DT equipment, the network and internet is that they agree to the terms and conditions of use outlined in this User Agreement and explained to them by their teachers and you. Children in Foundation-2 have a simpler version than those in Years 3-6. Students in Year 2-6 will have access to the Google Workspace, by signing the following document with your child, you consent to your child using the Google for Education apps such as Google Docs, Slides and to the discretion of the teacher for specific learning tasks, Maps & Youtube.

They need to be careful with the equipment, and respectful of other people's work, feelings and listen to all instructions from their teachers. Please emphasise with your children that we should always treat others how we would like them to treat us, whether in real life or in the digital world. Talk about how people are affected when mean things are written for others to see and join in with. Even slightly negative remarks, to or about someone else, can start a chain of cyberbullying.

When students use the Internet they need to know from an early age that they don't give their passwords, names, images of themselves or personal details to anyone and that they turn off the monitor and tell an adult if they see anything on the screen which makes them feel uncomfortable or about which they are unsure. The issue of appropriate, safe internet and email use at home is an important one for all parents to discuss with their children, so this would be a good opportunity for you to do that. This is especially important with social media platforms or platforms such as youtube that children are able to access a wide variety of content, not always appropriate for their viewing or comprehension. In this regard, we also urge you to know your children's passwords and frequently look at what is viewed and posted online.

We request that you read it and return the signed agreement to your child's class teacher as soon as possible, prior to their use of digital equipment at the commencement of the school year.

Yours sincerely,

Anna Holman (Digital Technology Leader)

Brendan Keeling (Principal)

Rochelle Buckley (Deputy Principal)

Jessica Tibaldi (Digital Technology Support Leader)





**OUR LADY OF THE PINES GRADES FOUNDATION-2**  
**STUDENT INTERNET AND NETWORK USER AGREEMENT**

**These guidelines are in keeping with our values of respect for ourselves, others, school property and the environment.**

- I will follow the teacher's directions when using the computers in my classroom.
- I will look after all the computers and equipment belonging to the school.
- I will only use the computers and DT equipment with teacher permission.
- I will only visit the Internet sites my teacher says I can go to.
- I will only use my first name when communicating online.
- I will always be polite, respectful and safe when communicating online.
- I will turn off the monitor and tell an adult if I see anything that is not right and makes me feel unsafe or uncomfortable.

**I agree to follow the above rules and am aware that breaking them will result in the loss of the privilege of using OLOPs Digital Technology equipment.**

**STUDENT'S NAME:..... YEAR:.....**

**PARENT'S SIGNATURE:..... DATE:.....**

**OUR LADY OF THE PINES YEARS 3-6**  
**STUDENT INTERNET AND NETWORK USER AGREEMENT**



**These guidelines are in keeping with our values of respect for ourselves, others, school property and the environment.**

1. I will only use the computers and DT equipment with teacher permission and under adult supervision. I will follow instructions from teachers about the use of school computers and other DT equipment, the OLOP network and the Internet.
2. I will be respectful, responsible and cybersafe when communicating online by using appropriate and courteous language. I will never participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour). If I become aware of this behaviour occurring at our school or involving our students, I will report it.
3. I will not respond to any messages that are mean or make me feel uncomfortable in any way. I will tell an adult if someone sends inappropriate messages or something that makes me feel uncomfortable. If inappropriate material appears, I will switch off the monitor and inform my teacher immediately.
4. I will keep all personal details of myself and others private (e.g. I will not use my full name, address or phone number, etc. online.)
5. I will only use my own username and password, which I will keep private, to access the internet. I will only access and save to my own network folder. I will never access another person's network folder or emails or use their password.
6. I will not copy, publish or send any materials (e.g. pictures of myself or others) without my teacher's permission.
7. When using the network and Internet, I will access only information that is relevant to my work as set out by my teacher. I will only access Internet sites containing appropriate material and will not subscribe to any online content without my teacher's permission.
8. I will not answer emails, quizzes or questionnaires from people I do not know.
9. I will use my computer time efficiently and productively
10. I will not damage computer hardware, alter or download software or change computer settings.
11. I understand that wasting computer resources such as printing unnecessarily is not acceptable or sustainable. I will only print work with a teacher's permission.
12. I will ask the teacher's permission before using a USB flash drive and ensure any USB flash drive that I bring to school only contains school work and has been virus checked beforehand.
13. I will abide by all copyright requirements with regard to publishing material created by others.

**I agree to follow the above rules and am aware that breaking them will result in loss of access to OLOP's DT equipment and the use of the network and Internet.**

**STUDENT'S NAME:**..... **YEAR:**.....



**STUDENT'S SIGNATURE:**.....

**PARENT'S SIGNATURE:**..... **DATE:**.....