



together in faith

STUDENT INFORMATION & COMMUNICATION TECHNOLOGY RESPONSIBLE USAGE POLICY ST MARGARET'S PRIMARY SCHOOL EAST GEELONG.

St. Margaret's Primary School Living our Catholic faith, Engaging passionately in learning, Connecting and shaping our world.

Rationale

At St Margaret's Primary School the use of Information & Communication Technology, ICT, is required for all students. The Internet is a valuable tool to be used as a supervised resource by students. ICT may be used on our local area network or the Internet to access global websites or other digital communication services such as web/video conferencing. A range of digital equipment may be used including computers, laptops, tablets & other portable devices.

The school supports the following values especially when using Information & Communication Technology.

Respect	Cooperation
Inclusion	Compassion / Care
Resilience	Honesty / Integrity
Trust	Justice / Fair Go
Empathy	Responsibility
Perseverance	Tolerance / Inclusion

Cyber Safety

St Margaret's Primary School does not tolerate any form of bullying especially when using technology. We have joined the eSmart Cyber Safety program. St Margaret's Primary School is a community where all children should feel safe and in which all children learn to take responsibility for their actions. In affirming children for their efforts and in ensuring that all children receive the attention they deserve, we seek to create an environment, where children feel secure, are encouraged to speak, listen and to take an active role in their learning. In this way it supports the children, as they grow, to become functional and successful members of society.

The use of Information & Communication Technology, (ICT) such as computers, the internet, email & electronic communication must be used appropriately to ensure that problems do not arise. Potential problems to be avoided may include: defamation, intellectual property, copyright issues, sexual harassment and discrimination, criminal issues, such as hacking, and intentionally spreading viruses. The use of ICT resources, including online services and personal electronic devices, both on and off school grounds is provisional on the expectation that it be consistent with the terms and conditions of this policy, the school's

[Pastoral Care Policy](#) and [Anti Bullying Policy](#). Students are to use St Margaret's approved devices. They are not to use 3G, 4G cellular iPads, tablets or mobile phone hot-spots to bypass security.

When users are problem solving, creating and communicating information, they will apply skills and protocols to meet their legal, safety, cultural and ethical obligations and responsibilities. For example, protocols such as using acceptable language, acknowledging different cultural practices, and using passwords and privacy settings on social media sites are applied to increase the security of personal data and to respect participants in online environments.

St Margaret's Primary School takes great pride in the work and other achievements of its student population. On some occasions students work and / or photos may be published on the internet or in a hard copy form and be made available to the general public. On these occasions we recognise that the child's safety and family privacy are paramount.

Process

An acknowledgement form about Student ICT Responsible Usage: will be issued upon enrolment of a student in our school. Students currently enrolled will also be issued with the form.

A child's work or photo may at times, be published using ICT (This may include the Internet). If a child's work or photo is published on any www pages, only their first name will be used. Our newsletters which are published on our web page may include full names but not associated with any pictures. Special permission will not be sought for publishing photos.

Catholic Education Publications

Occasionally a photograph or work of a child may be used without acknowledgment, remuneration or compensation in publications (print, websites, DVDs, CD ROMs) and/or presentations of the school &/or Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV).

Licensed under NEALS

A photograph or work 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.

If parents do not wish their child's image or work to be published please notify the ICT Co-ordinator in writing of this matter.

All students' internet, email & electronic communication usage will be monitored. Breaches of this Usage Policy will be dealt with appropriately.

Students (Years 3-6) and all parents are required to sign a Student User Acknowledgement. (See below)

Breach of Usage Procedures

If anyone believes that there is a breach of our ICT Policy they should:

1. Inform the Teacher/ICT Coordinator,
2. Switch off the screen discreetly, leaving material on the computer, so that it may be recorded and traced.
3. Teachers need to make sure that no one else is exposed to breaches of this policy.
4. After recording the site details in private close it.
5. Report serious matters to the Principal as well as the ICT Coordinator.

For further guidelines about Cyber Safety refer to

<http://www.cybersmart.gov.au/Parents.aspx>

http://www.staysmartonline.gov.au/news/news_articles/regular/learn_to_be_cyber_smart_with_budde
www.esmartschools.org.au

Consequences for Breaches of Usage Procedures

Misuse of the Information & Communication Technology will result in consequences ranging from loss of privileges for a day, week, month or term. In severe cases, parents will be contacted and privileges will be suspended for a term. Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher, ICT Coordinator or the Principal.

Web 2.0 tools

Students at St Margaret's may use a variety of Educational Web 2.0 tools & services such as Google Apps for Education and Web/Video Conferencing to create, communicate and collaborate in powerful, educationally relevant ways. These tools could involve children logging onto websites and creating documents potentially accessible to a global audience. Students will be required to use either a personal or class username and password for access. This is keeping in-line with current educational practices.

Web 2.0 applications & services are a fantastic addition to any classroom because of the way they invite information sharing and collaboration. Students become creators of content in a virtual learning community. Web 2.0 gives students an audience and a community to learn with. The web 2.0 experience is often ongoing, and the learning continues as dialogue unfolds.

Student safety and security is our number one priority. All web 2.0 tools that could be used at St Margaret's are used in education today. The school is aware of U.S. laws such as the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) and the school wants parents to be aware all Web 2.0 tools & services will be checked carefully before student use.

St Margaret's Primary School recommends that parents monitor their child's use of these Web 2.0 tools & services when accessed at home. Any work completed at home using an unapproved Web 2.0 tool should not be viewed at school by other students until the tool is checked and approved by the ICT Coordinator. We may use tools such as Google Apps For Education & will monitor the use through the admin consoles provided.

Students may use ICT in a variety of ways including class work, homework, projects and assignments; as well as collaboration and communication with others (including - but not limited to – students, teachers, guest speakers, community members and international experts) across Melbourne and around the world - sharing ideas, challenges, knowledge and information. Students may use personal electronic devices as well as school devices.

Social Media

Catholic school communities have experienced significant changes in their educational, social and technological contexts over the past decade. Social media are now ubiquitous in the educational landscape and can form an important part of learning and teaching environment.

Addressing young people who have grown up in a digital world, Pope Benedict XVI in his message for the World Day of Communication 2011 recognised the great opportunities and challenges brought by social networking and the internet.

'The new technologies are not only changing the way we communicate, but communication itself, so much so that it could be said that we are living through a period of vast cultural transformation. This means of spreading information and knowledge is giving birth to a new way of learning and thinking, with unprecedented opportunities for establishing relationships and building fellowship.'

What are Social Media?

Social media are widely considered to be various online mediums of communication and are used to connect to people around the world.

Social media may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Google+) Note that many of these sites have age restrictions.
- Video and photo sharing websites (e.g. Flickr, YouTube, Picasa)
- Blogs (work and personal interest)
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Shared online spaces (eg Wikis, Nings, Google Apps)
- Video and web conferences (eg Skype, Google Hangouts, Jabber)
- Email and instant messaging
- All other emerging electronic/digital communication applications.

Acceptable, responsible and safe use of social media should only be used if it is:

- Ensuring child protection
- Adhering to Privacy legislation
- Maintaining responsible online behaviour
- Upholding professional standards

Parents, students & school staff all have a responsibility in

- Monitoring use of technologies
- Undertaking security measures
- Educating all stakeholders.
- The role of parents is to monitor the use of Social Media by their children to ensure that uses of Social Media are age appropriate as stated in each site's conditions & terms of use. In addition parents need to make sure that the use of Social Media is positive for all users & that there is no bullying.
- If breaches of responsible & acceptable use occur that directly involve the school, parents / students need to record evidence discretely & present it to the teacher of the students involved for further investigation.
- The school will report breaches of a serious or criminal nature to external agencies e.g. Facebook, Police
- Staff will report serious matters to either the Wellbeing or ICT Co-ordinators and/or Principal
- The staff Icon Committee will regularly review ICT practices & Cyber Safety issues that affect the school.
- Consequences for breaches of Social Media by students outside of school hours will be negotiated with parents on a case by case basis and be in keeping with the above intentions of this policy.
- Students need to report and act on any online incidents that breach the intention of this policy to their parents as well as their class teacher.

See Below for Student ICT Responsible Usage forms:

St Margaret's Acceptable Use Agreement for Intranet, Internet and Digital Technologies Yr 3-6.

Student's Name:

Grade:

Access to **Information & Communication Technology** at St Margaret's Primary School is provided to promote educational excellence through resource sharing and communication. Students may only use the internet with teacher permission and for educational activities. Internet access is also screened by Catholic Education Melbourne, through tools such as IronPort or Zscaler, which aims to ensure that inappropriate sites are avoided. The School may store personal information in the 'cloud' which may mean that it resides on servers of third party cloud service providers situated outside Australia. The School may also use the services of third party online service providers (including for the delivery of third party online applications or Apps, through GAFE or other platforms) to support its delivery of education and pastoral care services, which may be accessible by you. Only limited personal information will be disclosed. School personnel, the CECV and the service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use. The School makes reasonable efforts to be satisfied about the security of any personal information processed and stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs. Where personal and sensitive information is retained by a cloud service provider on behalf of CECV to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the ICON system. For more details check http://www.smgeelongeast.com.au/images/9.1_Student_ICT_Usage_Policy.pdf

The school aims to abide by [eSmart](#) protocols. Check the school website for further details.

Note that GAFE's Gmail has extra security that is monitored by the school & differs from private Gmail.

St Margaret's Primary School, reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

School Digital Tools Computer & Cloud Network

- I will take care with all digital tools and computer equipment belonging to the school, myself or others.
- I will not change any settings on digital tools and computers.
- I will not disclose passwords or try to gain access to other users' work.
- I accept all responsibility for any device I bring to school.
- Students are to use St Margaret's approved devices. They are not to use 3G, 4G cellular devices, iPads, tablets or mobile phone hotspots to bypass security.

Cyber Safety Using Digital Tools & Internet

- I may only use digital tools & the Internet with the supervision and permission of my teacher.
- I agree to use digital tools & the Internet in a responsible manner.
- I will report any breaches of security to the teacher.
- I will use resources wisely and be responsible when printing out information.
- I understand that my use of the Internet & digital devices will be monitored at school.
- I will respect the intellectual property rights of others.

Cyber Safety Using Email & Electronic Communication

- I may only use email (GAFE Gmail) & electronic communication with the supervision and permission of my teacher.
- I will ensure that all email such as GAFE Gmail & electronic communication I send will contain appropriate language is correctly organised and is effectively edited.
- I will not give out personal information, including my surname, address, telephone number and family details.
- I understand that my use of email such as GAFE Gmail & electronic communication will be monitored at school.
- I will follow school policy on legal, safety, cultural, ethical obligations and responsibilities
- I will support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)

Web 2.0 Tools

- To protect privacy and student work, all students must protect their own and any class login and password. Students are to use their own login, unless a class login is provided for a Web 2.0 tool.
- All use of School Web 2.0 tools including Google Apps for Education, GAFE Gmail and Web/Video Conferencing must be used in accordance with the St Margaret's Information & Communication Technology Acceptable User Policy, even if students do the work from devices outside of school. Students using School Web 2.0 tools will treat these tools as a classroom space.

Social Media

- I will use Social Media responsibly & will report any inappropriate use to my parents &/or teacher
- I will not post private information about myself or others on Social Media

Consequences

Misuse of ICT devices will result in consequences ranging from loss of privileges for a day, week, month or term.

In severe cases parents will be contacted and privileges will be suspended for a term.

Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher, ICT Coordinator or the Principal.

Policy

Refer to the School Website for the [Student Information & Communication Technology Usage Policy](#)

Acknowledgement

I agree to abide by these rules and understand the consequences of misuse.

Student Signature..... Student's Name:
Grade:.....

Parents

I acknowledge that my child's photograph, work or video footage may be published with discretion as deemed appropriate by the school. I understand that use of children's surnames or personal details be will be avoided except in newsletters.

I agree that my child may use Educational Web 2.0 tools such as Google Apps for Education & GAFE Gmail

as part of their school work. I acknowledge that a photograph of my child may be used without acknowledgment, remuneration or compensation in publications (print, websites, DVDs, CD ROMs) and/or presentations featuring the school, Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV). If parents do not wish their child's image or work to be published in this way please notify the ICT Co-ordinator in writing of this matter.
I have read and discussed these guidelines with my child.

Parent's name

Parent's signature.....
Date.....

St Margaret's Acceptable Use Agreement for Intranet, Internet and Digital Technologies Prep-Yr 2.

Student's Name:

Grade:

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- I understand that my use of the Internet & digital devices will be monitored at school.
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Student Responsible Use Acknowledgement Form Years P - 2

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I have read and discussed these guidelines with my child & sign this statement on their behalf.

Parent's name

Parent's signature.....

Date.....

Student's Name:

Grade:.....