INFORMATION & COMMUNICATION TECHNOLOGIES POLICY & USER AGREEMENT

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Policy Contact Personnel: Leader of Curriculum

Related Documentation: Mary Help of Christians Behaviour Management Policy
Mary Help of Christians Pastoral Care Policy
RATIONALE

“A culture of encounter demands that we be ready not only to give but to receive. Media can help us greatly in this, especially nowadays when the networks of human communication have made unprecedented advances. The internet, in particular, offers immense possibilities for encounter and solidarity. This is something truly good. A gift from God…. Let us boldly become citizens of the digital world.” – Pope Francis, 2014.

PRINCIPLES

The use of digital devices and points of access to email and internet services in Mary Help of Christians Primary School (MHOC) is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and must be used in a responsible manner. This policy recognises that there are constant advances and changes in the use of technology (including for example, software, apps, information sharing, social media platforms, new devices etc, and this list is not exhaustive). Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles.

- Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices (Bring Your Own Technology Devices – BYOT) to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

This policy informs parents and students of our school’s expectations when students are using the devices and services provided by the school or BYOT, and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this policy will be subject to the school’s Behaviour Management Policy. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (for example, Family & Community Services etc) at the discretion of school personnel.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and the CSO. School devices or BYOT may be taken or accessed where there is a reasonable belief that:

- there has been or may be a breach of the school rules or policy; or
- there may be a threat of harm to a student or others or system security.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance, eg. Edmodo, Moodle

DEFINITIONS

School devices means school owned laptops netbooks, iPads, desktop computers.

BYOT means digital devices owned by the student.

CSO means Catholic Schools Office, Diocese of Lismore.

ICT means information and computer technology.

MHOC means Mary Help of Christians Primary School, Parish of Sawtell.
PROCEDURES

Students using school owned technology

Students who use a school owned device have the following responsibilities:

- to care for the school device to the best of their ability;
- to keep the school device secure and protect it from any malicious damage.

Cybersafety Requirements

This policy addresses the particular use of these technologies that has come to be referred to as “cyberbullying” (see no. 3 below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and/or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. The following guidelines are in effect with respect to learner use of school and/or BYOT and access to the MHOC wireless network.

- Personal Devices include, but are not limited to, eReader, iPad, iPod Touch, android tablets, laptops, netbooks and smartphones.
- The primary purpose of the use of PDs at school is educational and students will refrain from using personal devices outside of their learning time.
- Students must use devices as directed by their teacher.
- The use of a PD is not to be a distraction in any way to teachers or students and must not disrupt class in any way (turn off alarms and notification alerts).
- Students should respect themselves and others when publishing or communicating.
- Students will create sensible, plain avatars, usernames and identities where necessary.
- Students will set social networking security settings to private.
- Students will keep personal information private.
- Students are to keep usernames and passwords secure and are not to share them with anyone.
- Students will report any inappropriate behaviour or content directed at them or others.
- No technical support is provided for personal devices at school.
- Students are responsible for keeping the battery charged and ready for use each day. No provision will be made for charging PDs at school.
- PDs are not to be used for inter-learner communication (email, texting, messaging or telephoning) at any time, unless authorised by a teacher.
- Students may not use the camera features of PDs without the consent of a staff member and the person being photographed or videotaped. Students may not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
- Use of devices for unauthorised gambling is prohibited.
- All PDs are brought to school at the user’s own risk. MHOC or staff members are not responsible for theft, loss or damage to devices either at school or in transit. We recommend that all devices are labelled with student names and that they are protected by some type of case.
2. When using the school services or school devices or BYOT, students will not, and will not attempt to:

- disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites;
- disable system installed apps;
- allow others to use their personal accounts;
- deliberately use the digital identity of another person to send messages to others or for any other purposes;
- enter “chat” or “social networking” internet sites without the permission of a teacher;
- intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member;
- damage or disable computers, computer systems or networks or distribute damaging files or viruses;
- make changes to desktops, backgrounds, lock screens, wallpapers, app layouts etc on school owned devices
- disclose personal information about another person (including name, address, photos, phone numbers);
- distribute or use copyrighted information without property permission;
- take photos or video of members of the school community without their consent.

3. When using ICT to communicate or publish digital content, students will never include:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
- threatening, bullying or harassing material, or make unreasonable demands;
- sexually explicit or sexually suggestive material or correspondence;
- false or defamatory information about a person or organisation;
- the school name or crest without the written permission of the Principal.
PARENT AGREEMENT

I/We have discussed this policy with my/our child and agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. I/We understand that a breach of this policy will incur consequences according to the school’s Pastoral Care Policy.

Signed ................................................................. Date .........................................................

Name ................................................................. .................................................................

(Parent/s or Caregiver/s)

STUDENT AGREEMENT

I have read and discussed this policy with my parent/carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

Signed ................................................................. Date .........................................................

Student Name .................................................................

PARENT PERMISSION TO PARTICIPATE IN ELEARNING ACROSS ALL CURRICULUM AREAS INCLUDING THE ICT GENERAL CAPABILITIES IN THE AUSTRALIAN CURRICULUM:

Teachers may incorporate the use of online web 2.0 tools and sites including the CloudShare (Google Apps) Virtual Learning Environment during the course of supervised learning activity. Access to CloudShare is predicated on the provisioning of a Google Email account. Parents are requested to give permission for students to register for these sites by completing the form below.

As Parent/s / Caregiver/s, I/we give permission for my child to:

☐ Access the Internet for information relating to class work
☐ Publish work created by students, credited by student’s first name only
☐ Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
☐ Use a variety of websites, including registration and use of personal usernames and passwords, for educational purposes including CloudShare (Google Apps for Education)

Please note that the students will access the internet using a username and password. Please indicate your permission by ticking the appropriate boxes above. The preferred option would be for all boxes to be ticked so that students are able to make optimum use of the technology and actively participate in all lessons.

Signed ................................................................. Date .........................................................

Name ................................................................. .................................................................

(Parent/s or Caregiver/s)
DEVICE INVENTORY

If the student will be participating in BYOT, please tick device/s that will apply.

- [ ] iPad
- [ ] iPod Touch
- [ ] iPad mini
- [ ] iPhone
- [ ] eReader
- [ ] Laptop
- [ ] Chromebook (please state type)
- [ ] Android tablet (please state type)
- [ ] Android phone (please state type)

Serial no. ...............................