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 Kevin's Primary School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within 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 Kevin's 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 St Kevin's 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. St Kevin's 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 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 St Kevin's Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Kevin's 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 St Kevin's 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 St Kevin's 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 St Kevin's 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 St Kevin's Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Kevin's 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 St Kevin's 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 St Kevin's 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 St Kevin's 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 St Kevin's Primary School.

Duty of Care

St Kevin's Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Kevin's 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. principal, Regional General 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 activated, and where appropriate, passwords are used by staff and students of St Kevin's Primary School. Firewalls will 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 St Kevin's 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. St Kevin's Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Kevin's Primary School may create, of 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
- All students/families see Appendix 1
- Prep - 2 students/families also see Appendix 2.
- 3-6 students/families also see Appendix 3.

Students

St Kevin's Primary School provides students and parents/guardians/carers with the following:
- a copy of St Kevin's 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/carer 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 Kevin's 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 (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- St Kevin's Primary School Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student and Learning Technologies
Approving authority	MACS Executive Director
Assigned board committee	Education Policy and Strategy
Risk rating	High
Approval date	14 September 2022
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Related documents	ICT Acceptable User Agreement – Staff ICT Acceptable User Agreement – Students
Superseded documents	ICT Acceptable Use Policy – v1.0 – 2021
New policy	

Appendix 1

Students of St. Kevin's School understand and agree to:

Ethical Use

- Be a learner, a respectful, and a safe user whenever and wherever I use technology.
- Use the Internet and technology at school for educational purposes only, and only as directed by the teacher.
- Communicate respectfully with others and never write or participate in online bullying (this includes forwarding messages and supporting others in inappropriate or hurtful online behaviour, and by standing in a situation).
- Talk to a teacher if I feel uncomfortable or unsafe online, or see others participating in unsafe or hurtful online behaviour.
- Notify a teacher if I accidentally access a website with inappropriate material.

Security

- Not bring, download, or store unauthorised programs or media, including software, games, music, images and movies, or run them on school devices.
- Not interfere with network security, the data of another user or computer, or attempt to log into the network with a username or password of another student.
- Not interfere with the hardware or software setup of technology.
- Not reveal my password to anyone, except to my parent/s or the teacher.

E-mail & Communication

- Use e-mail only as directed by the teacher, and not use external email accounts at school (e.g., personal Hotmail, Yahoo, Gmail addresses).
- Keep my school email address confidential, and not use it for signing up to other services, mailing lists, websites, companies, or to people outside of St. Kevin's.
- Only use chat rooms, instant messaging or video conferencing during assigned class activities that are supervised by the teacher.

Social Networking, Web 2.0 Tools, Internet Access

- Only use school-approved networking sites and tools (For example, Google Suite for Education) for educational purposes and only as directed by teachers.
- Sometimes, students need to create an account to use websites for school work. When this is required, teachers will support students to set these up using their school details. Teachers are in charge and make sure the websites are used for learning safely. Examples of websites include Google Suite, YouTube, and Canva.

Care of Equipment

- Only use my assigned device or computer and not lend or share with other students unless instructed by a teacher.
- Keep food or beverages away from electronic devices.
- Handle all equipment safely, responsibly and respectfully.
- Ensure that identification stickers on devices and equipment are not tampered with.

Document and Web History

- Be an honest technology user and not interfere with or clear recent file or browsing histories from devices.
- Allow my parents or teachers to see my recent activities when requested.

Global Citizenship and Privacy

- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Seek to understand the terms & conditions of websites and online communities, and be aware that content I upload or post is my digital footprint.
- Ensure that any content published on the Internet will be identified by first name only.
- Protect my privacy rights and those of other students by not providing personal details including full names, telephone numbers, addresses and images.

Mobile Devices

- Personal mobile devices (such as mobile phones and smart watches) are handed into the classroom teacher at the start of the day where they will be stored safely. Students can collect them from the teacher at the end of the day.
- Protect the privacy of others and never post or forward private information about another person. Only take photos and record sound or video when it is part of an approved lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing.
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture, and never use these as a tool for bullying.

Students are to report any known violations of this agreement to their teacher.

Random checks, supervision, and monitoring services will be conducted throughout the year to ensure that these policies are followed.

Consequences

Breaches of this agreement will result in the student losing their access rights for a period of time as determined by the school.

Depending on the seriousness of the offence, other disciplinary action may also apply.

Devices which have been tampered with, modified, or which have unapproved software or files will need to be reinstated. Charges may be incurred by families for this necessity.

This Acceptable Use Policy also applies during periods of Remote and Flexible Learning, school excursions, camps and extracurricular activities.
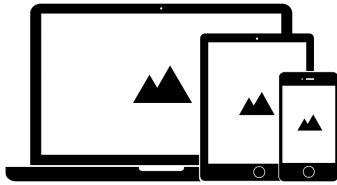
Student ICT User Agreement F-2

St Kevin's Hampton Park
ICT User Agreement
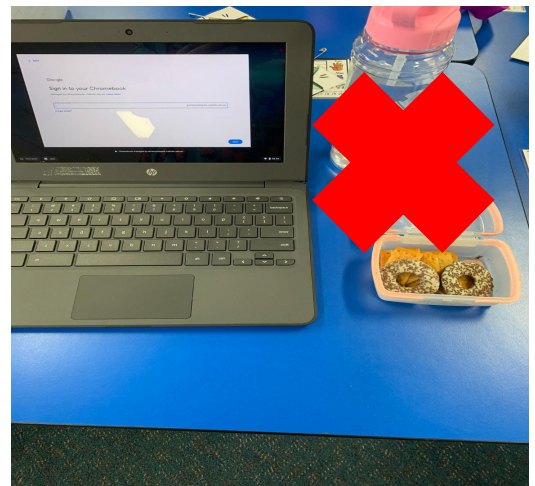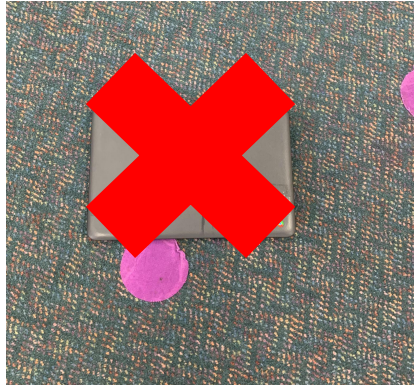## Years P-2

St. Kevin's

TO CARE FOR TECHNOLOGY I WILL:

★ carry devices carefully (walking + 2 hands)

★ keep food and drink away from devices

★ never leave devices in unsafe places

★ return the device to the charger when I'm finished

★ carry devices carefully (walking + 2 hands)

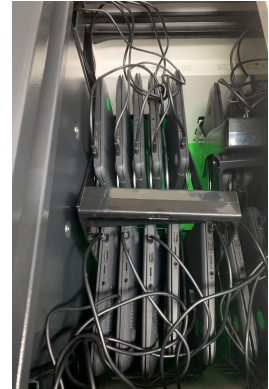★ keep food and drink away from devices

★ never leave devices in unsafe places	★ return the device to the charger when I'm finished

WHEN I USE TECHNOLOGY I WILL:

TRUSTED ADULTS	KEEP IT PRIVATE	GREEN TIME
❑ Check with a trusted adult before using technology ❑ Tell a trusted adult if I feel unsafe, unhappy or unsure	❑ Never share private information like photos, my full name, age, where I live or my school	❑ Balance my screen time with lots of **green time** ❑ Pause, breathe and finish up when I'm asked to

NAME:
THINGS I LOVE TO USE TECHNOLOGY FOR AT SCHOOL…
Parent Signature: **Date**:

St Kevin's Hampton Park
ICT User Agreement
Years 3 - 6

St. Kevin's

1.	I will be internet **smart** by not giving out my personal information or information about another person. I will always let the teacher know if someone is asking for my personal information.	☐
2.	I will be internet **smart** by thinking before I post.	☐
3.	I will be internet **alert** by only visiting websites or applications that the teacher has given permission. I will not sign up to any websites without the teacher's permission.	☐
4.	I will be internet **alert** by looking out for unsafe sites, links or emails and only use my own email for websites my teacher has approved.	☐
5.	I will be device **alert** by only using the device issued to me and ensuring nobody else uses my device.	☐
6.	I will be internet **strong** by keeping my password secret and secure. I will not use or share another person's username and password. If I think my password is no longer secret or I know someone else's password I will tell a trusted adult.	☐
7.	I will be internet **strong** by using and creating strong passwords for my accounts (at least 8 characters and a mixture of Az7$)	☐

8.	I will be internet **kind** by always using language and behaviour that I know is respectful to others when using the school's technology and online learning spaces.	☐
9.	I will be internet **kind** by being an upstander when I see someone being disrespectful, mean or hurtful. An upstander speaks up and/or reports the behaviour to a trusted adult.	☐
10.	I will be internet **brave**. When in doubt, talk it out. If I am feeling worried or unsure about things that are happening online to myself or others, I will remember that I can talk to my parents, staff at school or trusted adults about my concerns. There's always people that will listen and can help.	☐
11.	I will be internet **brave** by reporting and/or blocking inappropriate content online.	☐
12.	Technology is a privilege, not a right. I will care for and respect all equipment by making sure the device is stored correctly, charged, not eating or drinking nearby, carrying with two hands and never leaving it somewhere unsafe (like on the floor or outside).	☐
13.	If I have been granted permission to bring a mobile phone to school, I will hand it into the classroom teacher every morning and collect it after school.	☐

I understand that any breach of this pledge may result in me losing the privilege of access to devices, email and internet. I also understand my parents will be notified of any breach of this pledge.

I understand that until this form is signed and returned I will not be able to access the school's devices or internet.

Student Name:	**Student Signature**:
Date:	**Parent Signature:**