

ICT Acceptable Usage Policy



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 Mary Immaculate 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 Mary Immaculate 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 Mary Immaculate 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. Mary Immaculate 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.

21st century students spend increasing amounts of time online, learning and collaborating. The internet and digital technologies are valuable teaching and learning tools and are integral to contemporary learning. Mary Immaculate Primary School actively supports access by learners to the widest variety of information and communication resources available and the development of the skills necessary to filter, analyse, interpret and evaluate information accessed.

To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others. 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 Mary Immaculate Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the Mary Immaculate 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 Mary Immaculate 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 Mary Immaculate 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 Mary Immaculate 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 Mary Immaculate Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Mary Immaculate 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 Mary Immaculate 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 Mary Immaculate 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 Mary Immaculate 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 Mary Immaculate Primary School.

Duty of Care

The duty of care towards our students is paramount at Mary Immaculate School when using digital technologies. Safe and responsible behaviour is explicitly taught at our school and parents/carers are expected to reinforce this behaviour at home. Our school is aware of its responsibilities and duty of care for students. Mary Immaculate Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Our school will prepare staff to deal with these issues.

Implementation

- At the beginning of each school year, parents and students are required to read the Student Acceptable Use Guidelines and Agreement and to sign the Student Acceptable Use Agreement. These will be sent home in the 'Beginning of the Year pack'.
- Access to the school internet and the school intranet is permitted on the return of the signed forms.
- Teachers are required to read and explain to their students, the Student Acceptable Use Guidelines and the Student Acceptable Use Agreement to ensure that the expectations are clearly understood.
- The Student Digital Technologies Acceptable Use Guidelines will be displayed in each classroom.
- A cybersafety program will be explicitly taught within our Victorian Curriculum Health and Civics and Citizenship programs and our Integrated Studies units of work.

- Cybersafety education is embedded within the Victorian Curriculum Digital Technologies program taught by the specialist classroom teachers and reinforced by teachers throughout all other learning areas.

Mary Immaculate School also provides families with:

- Family cybersafety information sessions biennially
- Newsletter information about digital technologies use and information about keeping children safe online.

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 Mary Immaculate 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 at Mary Immaculate 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. Mary Immaculate Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Mary Immaculate 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 Guidelines and Agreements

Our Acceptable Use Guidelines address the rights, privileges and responsibilities associated with the School's provision of the internet and digital resources and the contents of these Guidelines are discussed in class with the students.

Whilst all care is taken to ensure the supervision and guidance for students using the school network and internet, it is possible, though unlikely, that students may accidentally access inappropriate material and are expected to respond as outlined in our ACCEPTABLE USE GUIDELINES AND AGREEMENT.

Responsible use by students of the Mary Immaculate Primary School computer network and internet will help to provide a safe and secure learning environment. Breaching the guidelines as outlined in the Acceptable Use Guidelines and Acceptable Use Agreement, may result in a temporary or permanent loss of the student's access to the Mary Immaculate Primary School computer network.

Students

Mary Immaculate Primary School provides students and parents/guardians with the following:

- a copy of Mary Immaculate Primary School's Student Acceptable Use Guidelines and Agreement
- a copy of this policy.

The Acceptable Use Guidelines and Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student and parent/guardian 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. Mary Immaculate Primary School provides staff with the following:

- a copy of this policy
- a copy of the Staff Computer and Internet User Policy.

Related school policies

- Anti-Bullying Policy
- Child Safety policies
- Child Safety Code of Conduct
- Complaints Handling Policy
- Curriculum and Learning Policy
- Digital Technologies Statement
- Health and Physical Education Statement
- Integrated Curriculum Statement
- Privacy Policy
- Remote Learning Acceptable Use Policy Agreement
- Social Media Policy
- Student Acceptable Use Guidelines and Agreement
- Student Behaviour Policy
- Student Wellbeing Policy.

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