



St. Kevin's Catholic Primary School Information Communication Technology Policy

Introduction

The Information Communication and Technology (ICT) Policy is broken up into the following sections:

SECTION A: Cyber Safety and Acceptable Use of ICT

SECTION B: Online publishing

SECTION C: Google Apps for Education

SECTION D: Use of Social Media Including Email

This policy needs to be read in conjunction with the following policies:

- Privacy Policy

All of the documents can be accessed in following ways:

- hard copies at the School Office
- via the following link, <https://www.sktemplestowelr.catholic.edu.au/learning-teaching/policies/>.

Rationale

St Kevin's school community has experienced significant changes in its educational, social and technological contexts over the past decade. The school's access to ICT equipment and resources brings great benefits to teaching and learning and the effective operation of the school. As the use of the Internet also gives us access to inaccurate information, unsuitable material, plagiarism, contravention of copyright, inappropriate behaviour and irresponsible use of time it is important to have strategies in place to deal with this.

Learning to use technology involves a number of areas:

Global Citizenship

Being a global citizen involves connecting with people who are from all around the world. At St Kevin's we aim to broaden our connections with the world so that we can make sustained connections that help us to learn. We connect with parents, peers and with our Parish. We also aim to connect with people from around Australia and the rest of the world. In order to make these connections we use the benefits of Web tools that allow us to interact with other schools, outside experts and the wider community. We use tools such as blogs, sites, Skype and social media.

Digital Citizenship

At St Kevin's we emphasise a need for digital citizenship. This involves using information and technology in a safe, legal and responsible way. We learn how to be responsible digital citizens by respecting and protecting others and ourselves and being aware of the rules around copyright and plagiarism.

Hardware and Software Use

We use a range of hardware and software at St Kevin's. We have access to the Internet, MacBooks, Chromebooks, interactive televisions and iPads as well as other digital technologies. Students have access to a standard suite of software that can be updated according to the needs of the school.

This policy outlines the way St Kevin's uses and manages ICT to enable staff, students and parents to use ICT safely and appropriately. The overall goal of the school in this matter is to create and maintain a culture of cyber safety that is in keeping with the values of the school, and legislative and professional obligations.

Implementation

1. This policy will be shared with staff in a staff meeting at the beginning of each year and included in the staff handbook.
2. This policy will be shared with parents upon enrolment of their children.
3. Staff, students and parents will agree to follow acceptable use of technology agreement that will outline the appropriate use of ICT.
4. The policy is available at any time for staff, parents and students to view.
5. Staff will teach a series of cyber safety lessons at the beginning of each year including an outline of the expectations at St Kevin's.

SECTION A: Cyber Safety and Acceptable Use of ICT

STAFF ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

- I understand and will follow the guidelines listed in the Staff Acceptable Use of Technology Agreement (Appendix One).
- I understand that the use of electronic services is a privilege not a right.
- I understand that inappropriate use (refer to CECV Policy) will result in the loss of this privilege.
- I understand that it is my responsibility to keep my virus checker (provided by the school) up to date.
- I understand that I can take files to or from school while making sure I have used a virus checker to check for viruses before using them on the school network.
- I understand that the Internet and email is to be used for work purposes.
- I understand that I must not use the Internet (ie. Google Apps for Education or Email) to send and store sensitive information such as PLP's, comments about students including last names and any student services data unless authorized by the CEM.
- I understand that school email inboxes are subject to a quota. All unwanted email (including sent and trash folders) needs to be deleted regularly.
- I understand that email contact with parents should be limited and must not include concerns or complaints. These issues should be discussed in a face to face meeting.
- I understand that only software appropriate for school use is to be installed on school computers and ICT equipment.
- I understand that if I deliberately damage equipment I am responsible for its replacement.
- I understand it is an obligation in my role to exercise and model best practice in cyber safety and to deliver cyber safety programs as part of my regular program.
- I understand that I must use materials and tools that are appropriate for curriculum based learning.
- I understand that school communications/personal opinions on school issues should not be shared via social media.
- I understand that I must not store photos of students on personal devices.
- I understand that I must keep up to date with copyright laws and ensure I obey them.
- I understand that all online activity and student work remains the property of St Kevin's Primary School. When a teacher leaves or transfers to another school an exit meeting is required to negotiate the intellectual property transfer.
- I understand that all student misdemeanours or inappropriate use of ICT must be reported immediately to the eLearning Leader and/or Principal and/or Deputy Principal.
- I understand breaches of this agreement may lead to Clause 13 processes being initiated.

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

- I understand and will follow the guidelines listed in the Student Acceptable Use of Technology Agreement (Appendix Two).
- I understand that I cannot use the school ICT equipment unless my parents and I agree to follow the Student Acceptable Use of Technology Agreement.
- I understand that the use of electronic services is a privilege not a right.
- I understand that I can only use ICT equipment at school for educational purposes and other agreed activities. Personal messaging/emailing in school hours is not permitted.
- I understand that I may not connect any devices to school ICT services or equipment without a teacher's permission.
- I understand that I need to use my own username and password and that I should not share my details with anyone other than my teachers and parents.
- I understand that I must only use my school email account for school purposes.
- I understand that my school email will be checked regularly by school staff.
- I understand that I must regularly back up my data.
- I understand that I must not use the Internet, email, mobile phones or any other ICT equipment to:
 - Be mean, rude, or offensive, etc
 - Bully, harass or harm
 - Attempt to search for things online that are inappropriate such as anything that is violent, rude or uses unacceptable language
 - Make any attempt to bypass security and filtering systems that are in place at St Kevin's
- I understand that if I find anything mean, rude or things I know are unacceptable **I will not show others and will tell a teacher straight away.**
- I understand that I must not access or store offensive images, video or audio on any ICT equipment/devices.
- I understand that I must check with a teacher if I am unsure if what I would like to do using ICT equipment is appropriate.
- I understand that I must not delete my history and that the history will be checked regularly.
- I understand that I must treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems.
 - Not attempting to hack or gain unauthorised access to any system or device.
 - Not joining in if other students choose to be irresponsible with ICT.
 - Not modifying any software, applications or operating systems.
 - Reporting any breakages/damage/vandalism to a staff member immediately.
- I understand that I must not give out my personal details online including; full name, address, phone number, schedule of activities, etc.
- I understand that I must not download or copy any files such as music, images/videos, games, and programs, without a teacher's permission. This is to ensure copyright laws are followed and only appropriate software is installed.
- I understand that if I break these rules the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged the repair costs.

Extra Rules for Laptop 1-1 Program

- I understand that I must fully charge my laptop each night in preparation for its use the next day.
- I understand that I am not to bring my charger to school.
- I will keep my laptop clean and free of graffiti and stickers.
- I will take responsible precautions to ensure that my laptop is not lost or damaged.
- I understand that all software I install on my laptop must be legally licensed.
- I understand that all software that is loaded on to the laptop must be appropriate for a primary school setting and meet age requirements.

SECTION B: Online Publishing

At St Kevin's we believe that online publishing will enable us to authentically develop the skills listed in the area of Digital Technologies in Victorian Curriculum. We incorporate online publishing into our practice at all levels of the school to attend to these outcomes. Through online publishing our teachers and students will also:

- create an audience for their work
- explore cyber safety skills involved in having an online presence
- develop ICT skills in an authentic setting (web tools and presentation tools)
- share learning with a local and global audience
- make learning visible to parents
- collaborate by working with and gaining ideas from people beyond our classroom walls
- demonstrate and be exposed to a variety of writing styles
- gain feedback from a global audience
- provide feedback to a global audience
- gain global perspectives
- participate in reflective practice and create an online archive of their learning
- develop a positive digital footprint
- learn effective digital citizenship practices including netiquette

Assessment Folders

Teachers are responsible for ensuring that each student has met the minimum requirements for pieces of assessment. Some pieces will be stored electronically in each student's assessment folder on Google Drive and some pieces may be in hardcopy format.

The minimum requirements for each semester are:

- Two reading posts
- A writing post for each genre taught
- A maths post for each topic taught
- Two inquiry posts (one for each unit taught)
- A SEL post
- Two religion posts (one for each unit taught)
- An art post

Teachers are required to ensure learning intentions and success criteria are made clear on each post and include an indication of whether the student has met the criteria.

Assessment pieces will be deleted/archived when a student leaves the school. Students have an option of exporting their work before they exit the school.

Staff responsible for student folders will monitor the commenting and posting process to ensure no inappropriate items are posted.

Specialist Teachers' Assessment Folders

Specialist teachers are required to post two pieces of work a semester to each student's assessment folder (or hardcopy). These posts are to have learning intentions and success criteria clearly displayed and include an indication of whether the child has met the criteria.

Online Publishing Guidelines

Online publishing is an opportunity to publish some of our work and share what we have been learning. We get the chance to communicate with a range of people, in our school and in our community. We also communicate with people from all around the world.

For us to have a purposeful and safe online presence we must remember the following guidelines:

- **Only use your first name when publishing online.**
Anyone from around the world can see our posts through the Internet. It is important that you do not put your last name on the post so strangers don't know who you are.
- **Parents who use the post should also only use their first names.**
Parents should only use their first names so they don't accidentally identify their child in the post.
- **NEVER post photos or videos with names attached.**
Any photos or videos that are posted must not have names attached to them. People viewing the post should not be able to work out what you look like.
- **NEVER give out any personal information.**
You should never give out information such as; where you live, email addresses or phone numbers.
- **Be friendly, helpful and polite.**
Only make posts and share comments that are positive and friendly. Never post anything that could upset someone who reads it. Start your comments with Dear... and end with Regards, or From...
- **Remember to do your best writing.**
Even though you are commenting on the Internet you still need to do your best writing. Remember to use capital letters and punctuation like full stops and commas. Don't use text talk like m8, thanx or l8er and most of all check your writing before you post it. Remember everyone can read it so make it the best you can do!
- **Be aware of copyright.**
Remember you can't just use anything from the Internet and call it your own. Make sure you only use copyright free images, songs or text.

SECTION C: G Suite (Formerly Google Apps)

G Suite, provided by Google, is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered to be working "in the cloud." The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any Internet connected device.

G Suite is a special setup of popular Google Apps, tailored specifically for educational institutions. Specifically this means that accounts are managed by St Kevin's Primary School (and not by Google) and all advertisements are turned off. This service is available through an agreement between Google and St Kevin's Primary School.

G Suite operates using our existing domain (sktemplestowelr.catholic.edu.au). This means that all school email accounts are managed by Google's Gmail app. The students' G Suite account will allow access to school Gmail, Calendar, Contacts, Drive, Docs, Sheets and Sites. All G Suite account holders also have access to a number of other learning, collaborative and productivity based tools that may be utilised within the School. Students are able to access Youtube through the school Internet service, however they are not allowed to create a Youtube channel through their school G Suite account.

The Google agreement with St Kevin's Primary School provides access to Google applications and storage. While Google hosts these services off-site from the school grounds, St Kevin's Primary School maintains the ability to manage users, groups and settings, much like other locally hosted systems. All users of the St

Kevin's Primary School G Suite need to be aware that the St Kevin's Google Administrator can access, manage and monitor accounts and activity within the G Suite domain.

St Kevin's Primary School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaborative environment for students and teachers.

See the link below for the full G Suite Terms of Service.

www.google.com/apps/intl/en/terms/education_terms.html

SECTION D: Use of Social Media Including Email

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 the learning and teaching environment.

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)
- Video and photo sharing websites and apps (e.g. YouTube, Instagram)
- Blogs (work and personal interest)
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Shared online spaces (e.g. Google Community)
- Video and web conferences (e.g. Skype, Google Hangouts, Facetime)
- Email and instant messaging
- All other emerging electronic/digital communication applications.

As members of the school community, we should all be conscious of and respect the interests and privacy of the school and other members of the school community when using social media in relation to school activities or the school in general. In particular, when using social media, all members of the school community should ensure that they:

1. Are conscious and respectful of the reputation, the rights and the privacy of others.
2. Do not share or post photos of people other than their own family, without permission.
3. Display care for the wellbeing of others.
4. Do not bully, intimidate, degrade, embarrass or harass others.
5. Do not harm the reputation and good standing of the school or those within the school community.
6. Report to the school leadership any concerns they may have in relation to improper or inappropriate use of social media by community members.

In addition:

1. Students are not permitted to join a staff member's areas on networking sites. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents may be informed if this happens.
2. No student may access social networking sites during the school working day without permission from a member of the school teaching staff.
3. Parents assisting with classroom activities should not make use of social media sites while involved in such activities.
4. At St Kevin's we believe students should not have social media accounts where they do not meet the age requirements. We encourage all parents to monitor the social media accounts of their children and to not allow or encourage inappropriate use.

Effective communication can be enhanced by the use of email. It is imperative that students, staff and parents communicate with each other via email in a manner consistent with the vision and values of the school. Email is an insecure and unreliable form of communication and care needs to be taken to ensure privacy and confidentiality at all times.

Email Communication

1. Any communication across the school server is the sole property of the school.
2. In the performance of their duties, the network administrator is to ensure the proper functioning of Internet access and email services, and as a result may inadvertently see private and confidential information. Staff members, required to work with such data, must not under any circumstances divulge or disclose such information to others, unless consented to by the school, or as required by Law, and if required to disclose such information will do so in compliance with this policy.
3. Staff members are not required to communicate via email with parents or students however must respond to emails received in a timely manner in some way e.g. by telephone or in person.
4. Staff members are not required to read or respond to school email outside school hours.
5. Email will not be used for illegal, improper or offensive purposes (for example racial vilification, harassment, etc).
6. Any school user who finds himself or herself the recipient of illegal, improper or offensive email should contact the school principal immediately.
7. Users are advised to make considered responses when using email.
8. Users should have regard for the following:
 - Ask yourself, before sending an email, how you would feel if your message was read out in court, distributed publicly or read by you as the recipient. Email messages may have to be disclosed in litigation or investigated by regulatory bodies.
 - Remember that the recipient of an email may (without your knowledge or consent) forward that message to others.
 - Do not forward emails, which contain earlier emails without first ensuring that none of the earlier emails or attachments contain anything, which would, justifiably, annoy or upset a potential recipient.

Staff/Student Communication Via Email

- Staff and students may use email to communicate regarding school matters only.

Staff/Parent Communication Via Email

- Urgent matters of a serious nature should not be emailed but rather reported to the school office.
- Email should not be used as a reliable means of communication as there are many reasons why a staff member may not read their email.
- Email will not be used to address concerns, complaints and queries. All concerns, complaints and queries will be addressed in a face-to-face meeting.
- The principal may on occasion send out a broadcast email to all parents. Circular emails may only be sent with pre approval of the principal or the principal's delegate.
- Email communication should only be used:
 - To make an appointment for a face-to-face meeting between staff and parents.
 - For organisational purposes e.g. organising transport for excursions, etc.

Evaluation

- This policy will be reviewed as part of our review cycle.
- This policy was last reviewed in 2019.

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- I understand breaches of this agreement may lead to Clause 13 processes being initiated.

Name:

Signature:

Date:

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

STUDENT ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

To the parent/caregiver/legal guardian, please:

1. **Read this page carefully**, to check you understand your responsibilities under this agreement
2. **Keep the document for future reference**



I understand that St Kevin's Primary School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cyber safety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe online.
- Keep a copy of this signed acceptable use of technology agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cyber safety issues.

My responsibilities include:

- Reading this acceptable use of technology agreement.
- Discussing the information with my child and explaining why it is important.
- Supporting the school's cyber safety program by encouraging my child to follow the cyber safety rules, and to always ask the teacher if they are unsure about any use of ICT.
- Contacting the Principal or eLearning Leader to discuss any questions I might have about cyber safety and/or this acceptable use of technology agreement.

Additional information on staying safe online can be found on the eSafety Commission Website (Office of the eSafety Commissioner) at www.esafety.gov.au

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