

# Holy Family Primary School

## 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 Holy Family 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 Holy Family 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 Holy Family 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. Holy Family 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 Holy Family Primary School in accordance with legal and moral requirements and expectations.

## Scope

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

Students and staff at Holy Family 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 Holy Family 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 Holy Family 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 Holy Family Primary School against any student or staff member who is 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 Holy Family Primary School.

## Duty of Care

At Holy Family School, Bell Park we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At Holy Family, Bell Park we believe that students are to be equipped to seize opportunities to broaden their knowledge, skills, attitudes and understandings to live in a changing, complex and interdependent digital world. Holy Family School encourages the learning to be enriched by strong connections, effective communicating online and offline, collaborating locally and globally; being well equipped to be safe and responsible cyber citizens.

Holy Family Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Holy Family Primary School will prepare staff to deal with these issues.

For further guidelines about Cybersafety refer to

- Bullystoppers Parent Interactive Learning Module:  
[www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- Parents Cybersafety guide :  
[www.esafety.gov.au/esafety-information](http://www.esafety.gov.au/esafety-information)

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

### Websites

Holy Family 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 Agreements – to be developed by each school

At Holy Family Primary School we:

- have an Acceptable Use Agreement that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed

- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
- provide support to parents/carers to understand this agreement (e.g. language support)
- publish student work (digital image, video and sound) to an online space in order to collaborate with the wider community e.g. blogs, wikis, vimeo and other educational web 2 tools.



### **Holy Family Acceptable Use Agreement for Intranet, Internet & Digital Technologies Yr. 3-6**

The Holy Family is our inspiration as we strive to live out Catholic Gospel values and promote a diverse and challenging curriculum which prepares and empowers students for an ever changing world.

You and your child have been asked to agree to use the intranet, internet and mobile technologies responsibly for all school activities (inclusive of school and out of school). This acceptable use agreement is aimed to maximise protection for all users.

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times and respect all school Cybersafety rules. At school I have discussed ways to be a safe and responsible user of digital technologies and the internet

#### **Communicate respectfully**

Everything I do online is a personal reflection of who I am and what people think of me.

##### **I always:**

- think and check that what I write or post is polite and respectful
- avoid writing and participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- know that I am responsible for my actions and how they affect others
- ensure my actions are friendly, positive and inclusive.

#### **Protect personal information**

##### **I always:**

- keep my personal information safe and secure including my full name, photograph, birthday, address, phone number and passwords and know that these are never to be shared online.
- protect my friends' information in the same way
- acknowledge the original owner or creator of any work I share and I will include the link where appropriate
- protect my password and not share it with others
- only download programs and join a space online with my teacher's guidance and permission.

**Look after myself and others by thinking about what I share online.**

**I always:**

- use my school Google account only for school related work in consultation with my teachers
- respect my friend’s personal information and never share full names, birthdays, school names, addresses and phone numbers
- respect the privacy of others; only taking photos or recording sound or video when others are aware and consent has been given
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if not ask a teacher for help
- search appropriately, not deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something inappropriate and tell a trusted adult
- be careful and respectful of the equipment I use and notify the teacher of any damage or required attention
- respect network systems and security or data of another student and do not interfere with it or its function
- log in using my own username and password
- inform a teacher and hand in any mobile devices that I bring from home and only use it at school with teacher permission and supervision.

NB Please be aware that age restriction of 13 applies to many Social Media sites, including Facebook, Instagram and Snapchat. We are aware that social media platforms are designed for children aged 13 and over and their activity on such sites is a parent/guardian responsibility.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

**DECLARATION:**

We have read and discussed the Acceptable Use Agreement carefully with our child and understand the significance of the conditions and agree to abide by these conditions.

We understand that any breach of these conditions will result in implementation of the most appropriate consequences including internet and digital technology and device access privileges being suspended or revoked. As deemed necessary follow up support and guidance will take place with the child and appropriate personnel.

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



**Holy Family Acceptable Use Agreement for Intranet, Internet  
& Digital Technologies Prep- Yr. 2.**

The Holy Family is our inspiration as we strive to live out Catholic Gospel values and promote a diverse and challenging curriculum which prepares and empowers students for an ever changing world.

You and your child have been asked to agree to use the intranet, internet and mobile technologies responsibly for all school activities (inclusive of school and out of school). This acceptable use agreement is aimed to maximise protection for all users.

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times and respect all school Cybersafety rules. At school I have discussed ways to be a safe and responsible user of digital technologies and the internet

**Communicate respectfully**

Everything I do online is a personal reflection of who I am and what people think of me.

**I always:**

- think and check that what I write or post is polite and respectful
- am kind to my friends and classmates and think about how the things I do or say online might make them think or feel
- know that I am responsible for my actions and how they will make others feel
- ensure my actions are friendly, positive and inclusive.

**Protect personal information**

**I always:**

- keep my personal information safe and secure including my full name, photograph, birthday, address, phone number and passwords and know that these are never to be shared online.
- respect my friend's personal information and never share full names, birthdays, school names, addresses and phone numbers
- acknowledge the original owner or creator of any work I share
- protect my password and not share it with others
- join a space online with my teacher's guidance and permission.

**Look after myself and others by thinking about what I share online.**

**I always:**

- use my school/classroom Google account only for school related work in consultation with my teachers
- respect the privacy of others; only taking photos or recording sound or video when others are aware and consent has been given
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use only spaces or sites that are approved by my teacher
- search appropriately, not deliberately searching for something rude or violent

- either turn off the screen or use the back button if I see something inappropriate and tell a trusted adult
- be careful and respectful of the equipment I use and notify the teacher of any damage or required attention
- log in using my own or class username and password
- inform a teacher and hand in any mobile devices that I bring from home and only use it at school with teacher permission and supervision.

NB Please be aware that age restriction of 13 applies to many Social Media sites, including Facebook, Instagram and Snapchat.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

**DECLARATION:**

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We understand that any breach of these conditions will result in implementation of the most appropriate consequences including internet and digital technology and device access privileges being suspended or revoked. As deemed necessary follow up support and guidance will take place with the child and appropriate personnel.

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Students**

Holy Family Primary School provides students and parents/guardians with the following:

- a copy of Holy Family Primary School’s 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 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. Holy Family 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
- Child safety policies
- Codes of conduct for students, parents and staff
- Data Breach Policy
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy.