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 Trinity 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 Trinity 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 Trinity 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. Trinity 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.

Trinity Primary School is committed to providing learning environments that will engage our students and give them independence and flexibility in their learning. We believe that students learn best in a variety of contexts and purposes.

Our use of technology in teaching and learning aims to expand the learning environment beyond the walls of the classroom. We aim to give students the capability to collaborate, share information and experiences, and take control of their learning in ways not previously possible.

We have an extensive bank of Chrome Books, Laptops and ipads as well as Robotics and Coding resources.

Learning initiatives involving technology have gained momentum worldwide, and are increasingly seen as a key in transforming education and better preparing students to succeed in a global world. Our students use Google Classroom, Google Apps for Education, SeeSaw and make use of a myriad of other engaging educational apps.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at Trinity Primary School in accordance with legal and moral requirements and expectations.

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'I have called you by name' Isaiah 43:1

Scope

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

Students and staff at Trinity 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 Trinity 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 Trinity 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 Trinity 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 Trinity Primary School.

Duty of Care

The School has established some rules for correct use of the computer network. These rules are called the Student Code of Conduct. The Code of Conduct is detailed elsewhere in this document. Each student is expected to understand these rules and agree to abide by them in order to gain access to the network.
Each student from Years Prep to 2 will be issued with an individual user account for the School's computer network when the following procedures have been completed.

A teacher must discuss the Code of Conduct with the student

1. The student must demonstrate that he or she understands the Code of Conduct and agrees to abide by the guidelines

2. The student's parent signs the appropriate permission form

3. The student signs the Code of Conduct

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

Websites

Trinity 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 – See Below

Code of Conduct (Prep - Year 2)

Use of the computer network
I understand that:
- I may only use the computer network and electronic devices for educational purposes;
- I may only use the computer network and electronic devices when I have a teacher's permission;
- I may only use the computer network and electronic devices when a teacher, teacher's aide or parent helper is present;
- I will handle all computer equipment and electronic devices carefully;
- I will not install any software, including games, on computers belonging to the School;
- I will tell the teacher whenever I find anything strange or inappropriate on the computer;
- I will not copy any software I do not own, as I know this is illegal;
- I will only log on using my personal username and password and will not share or ask others for their passwords;

- I will not attempt to 'hack', introduce viruses or, in any other way, cause damage to occur to the School's network;
- I will only print when I have my teacher's permission;
- I will only use my USB at school and will not take my USB home.

Use of the Internet
I understand that:
- I will only visit internet sites appropriate to my studies;

- I will not download, save or print anything of an inappropriate nature from the internet;

- Words, pictures, movies, animation and sounds that I find on internet sites belong to the owners of those sites. I can only use them in my own work if:

a. the website gives permission for me to use them;

b. the author's name, the website name and the web address are quoted in my finished work.

- I will not click on any advertising on the internet;
- I will not play online games;
- I will not take part in online chat or messenger

PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER

Trinity Catholic School Information & Communication Technology and Electronic Device Use Policy and Protocols Parent/Guardian Agreement for Years Prep to 2 Student Use February 2016

Parent / Guardian Agreement
I have read the School's Acceptable Use Policy for Years Prep to 2 users of the School's computer network and have discussed the implications with my child.
I give permission for my child:
- To have a network user account opened in his or her name

- To be issued with a username and password

- To have access to the internet for educational purposes

I also give permission for my child's class teacher to sign the user agreement on my child's behalf. I understand that the user account will expire at the end of the current academic year.
I understand that should my child engage in improper use of the School network, access to some or all of these features may be restricted and disciplinary measures may also result.

Child's name: ....

Current Year Level: …..

Class Teacher: ....

Parent or Guardian's Name : ....

Signature: ....

Date: ....

Students Signature

I have discussed the implications of the Code of Conduct with my parents and my class teacher. I request that a user account be issued in my name. I will endeavour to ensure that at all times I use the resources of the Trinity Catholic School in a responsible manner.

Class Teacher's name: ....

Signature: ....

Date: ....

Students

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

- a copy of Trinity 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. Trinity 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.