

# St Martin of Tours Rosanna ICT Acceptable Usage Policy Schools



## 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 Martin of Tours Rosanna 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 Martin of Tours Rosanna 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 Martin of Tours Rosanna are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Martin of Tours Rosanna, 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.

## Rationale

St Martin of Tours Rosanna aims to provide an eSmart culture within the educational environment which is in keeping with the values of the School, legislative and professional obligations, and the community's expectation. In using and managing internet and network services, students and staff at St Martin of Tours Rosanna are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Martin of Tours Rosanna 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 Martyin of Tours School in accordance with legal and moral requirements and expectations. All students and families complete a Digital Technology User Contract annually. All staff complete a Staff User Agreement at the commencement of their employment. St Martin of Tours Rosanna values eSafety and educating students on how to be responsible and ethical users of digital technology across all year levels.

St Martin of Tours Rosanna uses the Victorian Curriculum to guide all planning for Digital Technologies. Classroom teachers supported by a STEM specialist enact the curriculum aligning it where possible to the Inquiry Learning focus. The Digital Technology Leader supports staff by building teacher capacity to facilitate engaging and meaningful learning in the classroom. Students have access to a wide range of technologies including BeeBots, Spheros, 3-D printer, Chromebooks, iPads, robots etc. Students in Prep-2 have access to iPads and chromebooks and in Years 3-6, each student has their own Chromebook.

At St Martin of Tours we use online platforms that demonstrate a high security standard for the safety and security of our students and staff's information. The online platforms that we use weekly are listed below, along with their privacy policies;

- Google Workspace for Education - <https://edu.google.com/why-google/privacy-security/>
- Seesaw - <https://web.seesaw.me/privacy-policy>
- Hapara - <https://hapara.com/privacy-policy/>
- Essential Assessment - <https://www.essentialassessment.com.au/privacy/>

Each of these platforms stores their data in systems that comply with the Australian privacy legislation and students are educated in how to keep their information safe, secure and private.

If the School considers that a Computer User has in any way failed to comply with this policy, it may:

- immediately remove the Computer User's access to any part of the School's computer system (including e-mail or Internet);
- audit and view all material viewed on, sent to and from its computer system (including Internet sites and e-mail attachments); and/or
- take disciplinary measures against the Computer User.
- Inform appropriate authorities about the activities of the user.

## Scope

This policy applies to members of the St Martin of Tours 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 Martin of Tours Rosanna.

**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 Martin of Tours Rosanna 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 Martin of Tours Rosanna 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 Martin of Tours Rosanna will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Martin of Tours Rosanna 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 Martin of Tours Rosanna 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 Martin of Tours Rosanna 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 Martin of Tours Rosanna 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 St Martin of Tours Rosanna.

### **Duty of Care**

St Martin of Tours Rosanna will engage students in learning about online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Martin of Tours Rosanna will prepare staff to deal with these issues.

Safer Internet Day provides the opportunity at the commencement of each school year to revisit and explore digital citizenship and safety. Each class uses this as a catalyst to build student knowledge, skills and understanding in how to engage safely with the internet and the key principles of 'be safe, be curious, be kind and be secure' form the foundation of this learning (<https://www.esafety.gov.au>). The beginning of each school year provides students with the opportunity to revisit the School Digital Technology User Guideleines and Contract and discuss what this means and looks like in action.

When issues occur, students are supported to understand how their digital footprint and actions can impact others and their responsibility to act ethically and with consideration for others. Year 5 and Year 6 students participate in Cyber Citizenship programs. These programs culminates in a family forum evening with students and parents together.

St. Martin of Tours Rosanna is guided by the eSafety Comission Framework to align explicit Victorian Curriculum learning areas and capabilities about eSafety. Learning sequences are to be planned, taught and re-visited throughout the year by teachers. Explicit links to the rights and responsibilities of Digital Technology and online safety are also linked and taught within our Student Wellbieng program.

Staff are to be actively supervising students when using digital technology in the classroom. Online incidents of concern must be managed in accordance with other school-related policies and the Response resource toolkit from the eSafety Commissioner.

### **References/Resources/Agreements and Policies:**

Resource toolkit from the eSafety Commissioner - <https://www.esafety.gov.au/educators/toolkit-schools>

St Martin of Tours Primary School Digital Techonlogy User Guideleines and Contract ([Years 3 & 4](#) , [Years 5 & 6](#), [Foundation- Year 2](#))

St Martin of Tours Primary School [Years 3-6 1:1 Chromebook Program Information and Policy Booklet](#)  
St Martin of Tours Primary School [Staff Digital Equipment Agreement Policy](#)

## 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 Martin of Tours Rosanna. 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 Martin of Tours Rosanna 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 Martin of Tours Rosanna advises students and staff that they may be held accountable for the email they create and distribute using the network.

### Websites

St Martin of Tours Rosanna 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

User Agreements at St. Martin of Tours Rosanna are to ensure staff, students and parents accept the rights and responsibilities of safe equipment use and online activity.

### Students and Parents/Guardians

St Martin of Tours Rosanna provides students and parents/guardians/carers with the following:

- a copy of St Martin of Tours Primary School Digital Technology User Guidelines and Contract ([Years 3 & 4](#), [Years 5 & 6](#), [Foundation- Year 2](#)) which includes Acceptable User Agreement and Code of Practice.
- a copy of St Martin of Tours Primary School [Years 3-6 1:1 Chromebook Program Information and Policy Booklet](#)
- 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 Martin of Tours Rosanna provides staff with the following:

- a copy of the [Staff Digital Equipment Agreement Policy](#)
- a copy of this policy

Staff must also ensure it is their responsibility to make all reasonable efforts to ensure that confidential information does not fall into the wrong hands. Care should be taken when electronically communicating confidential information or documents or other sensitive material over external lines, particularly over the internet. Where the information is particularly controversial or confidential, it should not be sent electronically.

St. Martin of Tours Rosanna holds copyright in all works created by the employee during the course of their employment.

Staff must not make any software copy without a prior, good faith determination that such copying is in fact permissible. For example, it is a violation to make more copies of licensed software than the license allows, or to download, use or distribute pirated software.

Staff are not to download software onto the school's system without the proper approval or authorisation. Not only does this breach policy, it also exposes the network to viruses and may overload computing resources. This includes screen savers, applications on iPads and other software and shareware available for free on the Internet into St Martin of Tours Rosanna.

## Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- St Martin of Tours Rosanna Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

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

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