St George Preca
Primary School

Information & Communication Technology Responsible Usage Policy

Vision

In the spirit of St George Preca we strive to:

- *Provide Teaching and Learning programs that focus on Faith Formation and Development and Person**Information & Communication Technology Responsible Usage Policy***

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In the spirit of St George Preca we strive to:

- *Provide Teaching and Learning programs that focus on Faith Formation and Development and Personalised Learning pathways to develop an inquiring mind in students.*
- *Develop a welcoming community who are resilient, independent and lifelong learners.*
- *Create a community in which every individual is cared for spiritually, intellectually, physically, socially and emotionally.*
- *We value the partnership which exists between parish, school, parents and wider community and its integral role in realising this vision.*

Rationale

At St George Preca Primary School, the use of Information & Communication Technology is required for all students. The Internet is a valuable tool to be used as a supervised resource by students. Information & Communication Technology & Services may be used on our local area network, on our intranet via a Catholic Education Wide Area Network, using the Internet to access global websites or other digital communication services such as web/video conferencing. A range of digital equipment may be used including Chromebooks, iPads, laptops, tablets & other portable devices.

The school supports the St George Preca Way values, especially when using Information & Communication Technology.

- ***Respect** I respect my own and other people's online presence and take care of my own and other*
- *people's devices.*
- ***Co-operation** I collaborate with my peers on learning tasks. I come to group work with my device charged and ready to go.*
- ***Safety** I only interact with people online that I know and trust and my teacher and/or parents have approved.*
- ***Have-a-go Attitude** I am willing to have a go at using a variety of ICT tools to learn and to present my knowledge and understandings in different ways.*

Cyber Safety

St George Preca Primary School does not tolerate any form of bullying, especially when using technology. We are an accredited Primary School in the eSmart cyber safety program (eSmart schools is a behavior change initiative designed to help schools improve cyber safety and reduce cyberbullying and bullying). St George Preca Primary School is a community where all children should feel safe and in which all children learn to take responsibility for their actions. In affirming children for their efforts and in ensuring that all children receive the attention they deserve, we seek to create an environment, where children feel secure, are encouraged to speak, listen, and to take an active role in their learning. In this way it supports the children, as they grow, to become functional and successful members of society.

The use of Information & Communication Technology (ICT) such as, but not limited too, Chromebooks, computers, the Internet, email & digital communication platforms, must be used appropriately to ensure that problems do not arise. Potential problems to be avoided may include: defamation, plagiarism (misuse of intellectual property), copyright issues, sexual harassment and discrimination, criminal issues, such as hacking, and intentionally spreading viruses. The use of ICT resources, including online services and electronic devices provided by the school for student use, is provisional on the expectation that it be consistent with the terms and conditions of this policy, the school's Code of Conduct policy, the Photography and Videoing Policy and Student Welfare policies. These policies can be located under the School Information Tab - Polices and Procedures.

It is a privilege for students of St George Preca Primary School to be able to have the opportunity to access the technology at school. Therefore we expect the following:

Passwords: Students accept that they are responsible for ALL activities related to their account use. Therefore, students are NOT to share their passwords with anyone other than their parents.

Equipment Care: Students will be responsible for the care of the school owned devices. They are to be kept clean and not to be defaced in any way.

Equipment Storage: School devices must be returned to the designated storage space and if applicable charged.

Online Supervision: It is of the utmost importance that teachers know what students are doing on any technology in the school at any time. The school has purchased software that allows the teacher to view what is on the student's screen; allows access to the student's email account; allows the teacher to access the student's folders and files in Google drive; allows teachers to close tabs; open a tab in a student's device (and whole class); and the teacher can send messages to the student.

Right of Inspection: The staff of St George Preca have the right to inspect any device, as necessary, at any time.

Food/Drinks: Are not to be consumed when using any technology.

Email: Emails are transactions that provide evidence of the student's school activities. It is a record of what has happened, what was decided, what advice was given, who was involved and when it happened. It is important to remember to use appropriate language that is correctly ordered and effectively edited when sending emails as they can be open to misinterpretation. All emails are screened for inappropriate language and acronyms, etc. Any misuse will be result in a range of consequences which could include contact with parents and loss of privileges for a period of time depending on the severity of the misuse. Email facilities are only available within the St George Preca Domain.

Account Usage: *Student email accounts and addresses are only used for school related work. Misuse of this account, for example, but not limited to, using it to set up a social media account is deemed as inappropriate usage. Any misuse will be result in a range of consequences which could include contact with parents and loss of privileges for a period of time depending on the severity of the misuse.*

Images: *Inappropriate or copyrighted media may not be stored on devices. For example, but not limited to, presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures, photographs taken of the student in school uniform appearing on a profile, will not be tolerated. Any misuse will be result in a range of consequences which could include contact with parents and loss of privileges for a period of time depending on the severity of the misuse.*

Images Of Students: *In line with the Child Safety Code of Conduct, it is not permitted to publish photographs or videos on a public site of a student or young person without the consent of their parents or guardian. Students are not permitted to photograph or video (images) other students without the knowledge or consent from the students involved. Students are not to display any images of themselves on their devices or their Google account.*

In circumstances where photographs or video (images) for school/educational purposes may be used, consent will be sought from Parents/Guardians by the school by the Principal or his representative. In line with the school's Child Safety Code of Conduct, images/videos of students are not to be shared or used for non school related purposes without the consent of the student's parents or guardians.

Online Contact: *Online contact with other students is to be for school purposes only. It is important to remember that the language used should be appropriate. Teacher permission must be sought for any online contact with someone from outside the school.*

File Sharing: *File sharing is the public or private sharing of computer data or space. Any program that creates a point to point connection between two or more computing devices for the purpose of sharing data is considered file sharing.*

The only exception to this is when it is a specific learning task given by the teacher. Any misuse will result in a range of consequences which could include contact with parents and loss of privileges for a period of time depending on the severity of the misuse.

Students participating in 1:1 Chromebook program: *The SGP ICT Responsible Usage Policy applies in conjunction with the* **SGP 1:1 Chromebook Program and Student Chromebook Agreement.**

Publication of Students Photos/Videos/Achievements etc

St George Preca maintains various online information platforms for Parents and Students where students photos/videos/work samples may appear, however, these sites are not public platforms and are secured by password protection and strictly monitored, maintained and managed by ICT Staff at St George Preca.

St George Preca Primary School takes great pride in the work and other achievements of its student population. Students achievements are regularly published on platforms such as, but not limited to, Global 2 platforms, the Students Desktop, Google Apps for Education, Class Dojo Student Digital Portfolio Platform etc. St George Preca strongly encourages their students to showcase their learning on these digital learning platforms and recognises that the child's safety and family privacy are paramount. All online accounts are regularly monitored by the schools IT Managers and Teaching Staff.

Parents are to advise the IT Manager and Principal in writing if they do not wish their child's work to be published.

All students' Internet, email & electronic communication usage will be monitored. Breaches of this Usage Policy will be dealt with appropriately.

Student Digital Tools & Usage Agreement

*Access to **Information & Communications Technology** at St George Preca Primary School is provided to promote educational excellence, through resource sharing and communication. **Students may only use the Internet with teacher permission and for educational activities.** Internet access is also screened by the Catholic Education Office Melbourne, through **Information & Communications Technology** tools such as Zscaler, which aims to ensure that inappropriate sites are avoided.*

St George Preca Primary School, reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

School Digital Tools Computer & Cloud Network

- *I will take care with all digital tools and computer equipment belonging to the school, myself or others.*
- *I will not change any settings on digital tools and computers.*
- *I will not disclose passwords or try to gain access to other users' work.*
- *I accept all responsibility for any device that is allocated to me by the school for my use.*

Cyber Safety Using Digital Tools & Internet

- *I may only use digital tools & the Internet with the supervision and permission of my teacher.*
- *I agree to use digital tools & the Internet in a responsible manner.*
- *I will only use apps approved by the school.*
- *I will report any breaches of security to the teacher.*
- *I understand that my use of the Internet & digital devices will be monitored at school.*
- *I will only take images of other students with their knowledge and consent.*
- *I will only use images of students for school purposes.*
- *I will only use content from the Internet with the author's permission and/or will reference the source.*

Cyber Safety Using Email & Electronic Communication

- *I may only use email & electronic communication with the supervision and permission of my teacher.*
- *I will ensure that all email & electronic communication I send will contain appropriate language, is correctly organised, and is effectively edited.*
- *I will ensure that my school email account will not be used to create personal or private accounts*
- *I will not give out personal information, including my surname, address, telephone number and family details.*
- *I understand that my use of email & electronic communication will be monitored at school.*
- *I will not upload/post photographs of myself or other students in school uniform or on the school grounds onto any social media platform*

Consequences of Breaches of Conditions

If a student breaches any of the conditions in this agreement, the breach will result in consequences ranging from loss of account privileges and suspension for a day, week, month or term. In the case where

the student is part of the 1:1 Chromebook Program, the removal of the Chromebook may also be considered. In severe cases, parents will be contacted and privileges will be suspended for a term.

Implementation of the most appropriate consequences will occur after discussion with the child, the Home Group teacher, the IT Manager, the Student Wellbeing Leader, the Deputy Principal or the Principal.