



# ST MICHAEL'S PRIMARY SCHOOL

## DIGITAL TECHNOLOGIES POLICY & PROCEDURES

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**Definition:** In this policy, the following refer to:

- a) An **'authorised person'** is the School Principal or a person authorised by the school principal.
- b) **'ICT'** refers to Information, Communication and Technology incorporating digital systems, data and information. Including Internet, Email, software, servers, desktop and laptop computers, notebook computers, tablets (iPads), digital cameras, memory sticks or any other USB storage device.
- c) **'Cybersafety'** refers to the safe use of the Internet and digital equipment and devices
- d) **'Users'** include all full-time, part-time, casual or temporary employees, all enrolled students and any parents or volunteers who use the ICT systems at St Michael's Primary School.
- e) The policy governs the use of, but is not limited to:
  - Using the internet and viewing material electronically
  - Downloading or accessing files from the internet or other electronic devices (e.g. iPads)
  - Email
  - Social media including blogs
  - Saving, storage or sharing of files
  - Media streaming
  - Video conferencing
  - Printing
  - Photographs
- f) Digital technologies refers to all devices that process and use **digital** information (eg. personal computers, ipads, smartphones, robotics) and the systems within which they exist.

## **Section 1: Introduction**

St Michael's Primary School recognises that student learning will change as they access information and communicate using different technologies.

St Michael's Primary School provides computer facilities to allow students and staff to access and use the information sources including the Internet and email, to enhance educational opportunities. Internet and email offer opportunities for students to communicate with the world outside the classroom and has the capacity to deepen students' insights and understandings of the global community. We recognise that electronic information research skills are required as essential knowledge for members of our society and as future employees. St Michael's Primary School provides this learning in a manner that is consistent with the values and beliefs of the Catholic Church.

St Michael's Primary School promotes the use of email and internet; however, access is a privilege and entails responsibility. St Michael's Primary School expects students, parents and staff will abide by the Conditions and Rules for User guidelines at all times. Inappropriate use may result in restriction of student access to the computers. We believe that providing students with explicit teaching about safe and responsible use of digital technology systems, devices and equipment is essential and best taught when reinforced by parents /guardians.

### **Aims:**

- To create a school environment that demonstrates a commitment to the school values.
- To develop student competencies in the use of computers and other technologies and the ability to create digital solutions.
- To develop student understandings of the importance of digital systems, data and information in everyday life.
- To support the attainment of the Victorian Curriculum goals of exploring the capacity of information systems to systematically and innovatively transform data into digital solutions through the application of computational, design and systems thinking.
- To provide an environment for stimulated and engaging learning through integration of digital technologies.
- To provide experiences for students to explore and experiment with different digital tools.
- To supervise students when using digital technologies systems, equipment and devices for educational purposes.
- To develop practices for safety through explicit teaching of cybersafety initiatives.
- To provide a filtered internet system but acknowledge that full protection from inappropriate content can never be guaranteed.
- To support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.

### **Conditions and Rules for Use:**

- Where possible, iPad, laptop and computer screens will face into the classroom to enable effective monitoring by teachers.
- Food and drinks are not permitted at or near the computers and associated hardware.
- Use of computers or associated hardware is not permitted by students unless a teacher is present in the room.
- No student is to alter the configuration of the computers or attempt to add or remove software.

- In order to decrease the risk of computer viruses, portable storage devices that have been used outside the school are to be screened by the classroom teacher before use, using the school's current virus checker.
- Students will handle hardware in an appropriate and safe manner (eg. Walking with device).
- Transmission of any material in violation of any Catholic Education Office Policy, Department of Education Policy, Federal or State regulation is prohibited. This includes, but is not limited to, copyright material, threatening and obscene material.

### Privilege

- Adherence to the Conditions and Rules for Use is mandatory. Use of the computer facilities is a privilege, not a right. Inappropriate use will result in the cancellation of access for an appropriate period of time.

### Monitoring

- St Michael's Primary School reserves the right to review any internet or email material accessed or saved by any student or by other users of the network.
- All classroom teachers will be allocated a list of students who have consent to use the school's Internet.

### Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Always be polite. Do not get abusive in your messages to others.
- Always use appropriate language. The use of vulgarities and other inappropriate language is prohibited.
- Do not engage in activities which are prohibited under State or Federal law.
- Never reveal your personal address or telephone number or the personal address or telephone number of any student, parent or staff member.
- E-mail is not guaranteed to be private. People who operate the system do have access to all E-mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of privileges.

### Security

- Personal details (other than first names) and photographs of any student will not be published on the Internet without parental permission.
- If you feel you have identified a security problem on the Internet, you must notify your teacher or the Principal immediately. Do not demonstrate the problem to other users. All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.

*Note: Material which is controversial, inappropriate or offensive may be encountered. On a global network it is impossible to screen or filter the content of all data. It is the user's responsibility not to deliberately initiate access to such material or to distribute such material by copying, storing or printing. Such material must be reported immediately to the Principal.*

### Vandalism and/or Harassment:

- **Vandalism and harassment will result in cancellation of user privileges.**  
*Vandalism is defined as any malicious attempt to harm, modify and/or destroy data of another user, the Internet or other networks. This includes, but is not limited to the uploading or creating of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference of another user or the interference of another user's work. Harassment includes, but is not limited to the sending of unwanted mail.*

## **Section 2: Cybersafety**

### **Definitions:**

'**Cybersafety**' is the act of being safe online. Living and educating in a digital world means cybersafety is of upmost importance for any person when communicating and sharing online (in particular children). Cyberbullying occurs when a person or persons use online technologies to support deliberate, repeated, unfriendly and often aggressive behavior towards an individual or group.

### **Rationale:**

At St Michael's Primary School, our teaching and learning is supported and enhanced by a vast range of ICT systems, equipment and devices. To ensure safe and responsible use of these digital technologies, we aim to create and maintain a cybersafety culture, which is in keeping with the values of our school. Despite having a filtered internet service, we can never guarantee full protection from inappropriate content. Therefore, it is important that our ICT systems go hand in hand with explicit cybersafety teaching at school, as well as a partnership with parents. This ensures our students are equipped with the best tools for being safe online. We endeavor to address any issues in which a student may feel threatened or mistreated by others through the use of online technologies, including social media.

### **Aims:**

- To support students engaging in and promoting a safe, inclusive and supportive online learning environment.
- To explicitly teach cybersafety initiative to all students.
- To raise student awareness of issues, such as online privacy.
- To provide students with strategies for dealing with issues involving cybersafety.
- To work together with parents to support the reinforcement of cybersafety at home.
- To supervise students online and monitor and act on any issues that may arise.
- To access and utilise the age-related online programs and resources provided by '**Office of the eSafety commissioner**' : <https://www.esafety.gov.au/>

## **Section 3: Social Media**

### **Definitions:**

'**Social media**' refers to online or mobile based technologies which allow for communication and interaction in an online environment. Social media may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Google+)
- Video and photo sharing websites (e.g. Flickr, YouTube, Picasa, Snapchat)
- Blogs (work and personal interest) and Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Shared online spaces (eg Wikis, Nings, Google Apps)
- Video and web conferences (eg Skype, Google Hangouts, Jabber)
- Email and instant messaging
- All other emerging electronic/digital communication applications.

### **Rationale:**

There are many advantages of using social networking in schools, provided that they are used for educational purposes. At St Michael's Primary School, social media programs (in particular blogs) are an excellent educational and communication tool which allows for interaction, communication, collaboration and sharing of learning with peers, parents and the wider community, whether that is local, national or global. It opens up the classroom and provides opportunities for learning and sharing which are not otherwise available.

### **Aims:**

- To use social media to promote and enhance learning within the school.
- To communicate learning with parents and wider community.
- To collaborate with members of the local, national and global community.
- To share learning and receive feedback on the learning in our school.
- To ensure students are supervised when participating in social media
- To provide the required cybersafety information to ensure that social media is used safely.

### **Guidelines:**

- Students will be identified using their first name only.
- Students will not publish any personal details about themselves.
- Any comments posted on the blogs will be monitored by the class teacher.
- Parents wishing to comment on school blogs are asked to use only their child's first name and relationship to that child to assist with the protection of privacy (e.g. John's Mum).
- An emphasis will be placed on student discussion of the blogging rules and safety guidelines.
- All care will be taken by the school to ensure photos of students maintain a positive image for the student and the school.

## Section 4: Google Apps for Education

### **Definitions:**

'**Google Apps**' 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** device with Internet access. Staff and students can access their school documents from any internet connected device.

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

GAFE operates using our existing domain (stmheyfield.catholic.edu.au). Student activity on GAFE (including Gmail and Google Drive files) is monitored by staff using Zscaler during school hours. Classroom teachers also monitor student activity within their own Google classroom.

Google+ (Social Networking Site) and YouTube has been restricted to staff only and cannot be accessed by students using their school domain. The students' GAFE account will allow access to school Gmail, Calendar, Contacts, Drive & Docs and Slides.

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

All users of the St Michael's Primary School GAFE need to be aware that the school Google Administrator can access, manage and monitor accounts and activity within the GAFE domain. St Michael's Primary School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

## **Section 5: Mobile Phones**

There are some students who require access to a mobile phone for safety reasons when going to and from school. The mobile phone may be brought to the school under the following conditions:

- **The parent/carer must inform the classroom teacher of their consent for a student to have a mobile phone and that their child will be bringing a mobile phone to school.**
- Mobile phones are not to be used for any purpose on school premises, grounds or during off-site activities i.e. camps, excursions.
- Mobile phones must *be handed in to the office for safekeeping in a secure place first thing in the morning and can be collected by students at 3.00pm.*
- Parents and carers may contact children if required by leaving a message with the school office.
- If a student requires the use of a telephone in the case of an emergency, they are required to use the phone in the school office.

### **Consequence of students using personal digital and electronic devices:**

- Where a student is found to have unauthorised school use of any personal digital or electronic device, it will be confiscated for collection by the parent/carer.
- In the case of an approved mobile phone being used during school hours, the mobile phone will be confiscated and will be given back at the end of the day and the parent notified of the inappropriate use.
- If a student is found to have a mobile phone without parent consent, the mobile phone will be confiscated for collection by the parent/carer.

### **Theft or Damage:**

- The school accepts no responsibility for replacing mobile phones that are lost, stolen or damaged whilst on school premises.

***Please note: Wearable devices linked to phones via Bluetooth will require Bluetooth to be turned off on the phone. Wearable devices with their own data are considered to be a mobile phone and the Mobile Phones section of the Digital Technologies policy applies.***

## Section 6: Student Digital Technologies Code of Conduct (P-2)

**St. Michael's Primary School**

### **Student Digital Technologies Code of Conduct**

As a safe and responsible user of digital technologies, I will keep myself and other people safe by following these rules:

- I will follow my teacher's instructions when using the computers in my school.
- I will look after the computers, iPads and other technology in my school.
- I will only visit internet sites that my teacher says I can go to.
- I will not give out mine or anyone else's personal information such as where I live or my phone number when I communicate online and I will only use my first name.
- I will always be polite, respectful and safe online.

**Student's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

I have read and discussed this with my parents/carers and agree to follow the above rules for digital technologies usage at St Michael's Primary School.

I understand that if I don't make good choices when using digital technologies, my digital technologies privileges will be taken away.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

*NB Parents may sign on behalf of their child. It is expected that parents will read the rules with their child so that they understand the expectations.*



## Section 7: Student Digital Technologies Code of Conduct (3-6)

### St. Michael's Primary School

### Student Digital Technologies Code of Conduct

#### Care and Usage of the Equipment:

- I will care for and look after all digital devices and all their parts.
- I will not eat or drink near any digital devices.
- I will only use digital devices when a teacher is present.
- I will not copy, download or put my own software on the school digital devices as this may cause a virus.
- I will ask my teacher before plugging in a USB into a computer or laptop.

#### Work Habits:

- I agree to follow all teacher instructions when using digital devices.
- When using the Internet I will only search for information about my work.
- I will only read my own email.
- I will make sure that emails I send out show politeness and respect as expected of a representative of St Michael's Primary School.
- I will not use the Internet to frighten or annoy other people.
- I will not submit other people's work as my own.
- I will not access any other folders other than my own or those which my teacher has given me permission to access.

#### Personal Safety:

- I will complete school Cyber Safety programs when they are offered.
- I will use only my first name when communicating with other people.
- I will not give out mine or anyone else's personal information (eg. address, phone number).
- I will never send a person my picture without first checking with my teacher.
- I will tell my teacher or another adult if I find or receive any information that makes me feel bad or uncomfortable.
- I will not meet anyone I have met 'online' without my parents' permission.

Breaking any of the rules listed above will cause me to lose my Digital Technologies and Internet/email access rights for a period of time determined by the Principal.

I have discussed this with my parents/ carers and agree to follow all these rules. I realise that if I break these rules, I will not be allowed to use digital technologies for a negotiated period of time.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 8: Parent/ Carer Agreement and Declaration.

### St. Michael's Primary School

#### Parent/ Carer Digital Technologies Agreement & Declaration

**I understand that St Michael's Primary School will:**

- Endeavour to enhance learning through safe use of ICT through the explicit teaching of cybersafety initiatives and filtering inappropriate, illegal or harmful material to the best of our ability.
- Work in partnership with parents to ensure a consistent approach to cybersafety at school and at home.
- Respond to any breaches in an appropriate manner.

**My responsibilities include:**

- To read and discuss the ICT Acceptable User Agreement with my child and explain why it is important.
- To encourage my child to follow cybersafety rules as taught to them at school.
- To ensure that I only refer to myself according to my child's first name and my relationship to them when commenting on blog posts (e.g. John's Mum).
- To make every effort to attend any school provided sessions on the importance of cybersafety.
- To contact the Principal to discuss any questions or concerns I might have about cybersafety and or/ Acceptable Use Agreement.
- To report to the school of any inappropriate use of school technology disclosed to me by my child.

I **agree** to my child using the school's Computer Network and the Internet at school for educational purposes in accordance with the Student Digital Technologies Code of Conduct. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

*NB If you do not agree, please discuss your concerns with the principal.*

**Parent/ Carer Name:** \_\_\_\_\_

**Parent/ Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Section 9: Staff Responsible User Agreement and Declaration**

**Staff responsibilities when teaching with and using digital technologies at St Michael's Primary School include:**

- Explicit teaching of responsible online use and Cybersafety using available resources, in particular the Office of the eSafety commissioner website (<https://www.esafety.gov.au/>)
- Instruction and supervision in the appropriate use of ICT systems and equipment.
- Provision of well planned activities to minimise the potential for inappropriate use of the ICT systems and equipment and maximise the benefits of ICT to enrich student learning.
- Encouraging students to alert a teacher immediately if inappropriate content is found.
- Adhering to the concept of intellectual property and moral rights to ensure students know what is meant by copyright and how to cite works appropriately.
- Ensuring all ICT equipment is used for its intended purpose.

**Staff responsibilities when using digital technologies at St Michael's Primary School include:**

- Information that may be confidential or private (including passwords) is not to be shared.
- Information and data cannot be altered in any without authorisation.
- Purposeful infection of computer malware and viruses that may be harmful to the ICT systems and network is strictly prohibited.
- Software which is licensed to the school must not be misused, taken or copied without permission.
- Content which is hateful, offensive or illegal is not to be accessed or shared.
- Contacting or accepting friend requests from students or parents on social networking sites is not permitted.
- Permission must be given before personal devices are used in the classroom.

**St. Michael's Primary School**

### **Staff Digital Technologies Agreement & Declaration**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

- I have read and agree to support the school's initiatives to maintain a cybersafe learning environment and to follow the guidelines of the Staff Responsible User Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 10: Communication of Policy**

This policy will be communicated to our school community in the following ways

- Available publicly on our school’s website
- Included in school staff, contractor and volunteer induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at Student Representative Meeting or other student forums
- Made available in hard copy from school administration upon request

<b>Policy Review dates</b>	<b>Amendments/Revisions</b>
February 2021	
February 2022	Inclusion of Smart Watches
July 2023	Inclusion of Section 10: Communication Revision schedule Change to Section 6: Student Code of Conduct P-2 to include parents signing on behalf of student