St Mary's College
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 Mary's College 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 Mary's College 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 Mary's College are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Mary's College , 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 Mary's College in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Mary's College 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 Mary's College .

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 Mary's College 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 Mary's College 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 Mary's College will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Mary's College 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 Mary's College 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 Mary's College 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 Mary's College 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 St Mary's College .

Duty of Care

St Mary's College will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. In addition to explicit teaching whenever a College device is issued guidelines and eSafety information are provided in the laptop agreement, a dedeicated information night for students and parents, the ICT acceptable use and safety agreements, the student diary, as well a dedicated lesson to unpack the ICT acceptable use agreements with the students. St Mary's College will prepare staff to deal with these issues.

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 Mary's College . 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 Mary's College 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 Mary's College advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Mary's College 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

Appendix 1 – St Mary's College ICT Acceptable Use Agreement

Appendix 2 - St Mary's College ICT Mobile Phone and Smart Watch Acceptable Use Agreement

Students

St Mary's College provides students and parents/guardians/carers with the following:

- a copy of St Mary's College Acceptable Use Agreements
- 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 Mary's College provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

Related school policies

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

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

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

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Information and Communications Technologies (ICT)
Acceptable Use Agreement

Cyber safety is an important issue for young persons. St Mary's College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians.

To assist us to build an eSmart school community we ask parents and students to read and understand this Information and Communications Technology Acceptable Use Agreement. After you have familiarised yourself with the information then we ask that you sign the agreement.

For further support with online issues parents and students can follow the cyber safety links from the St Mary's College website or call Kids Helpline on **1800 551800** *or Parentline Victoria on 132289.*

We thank you for your continued support to help build a safe and supportive eSmart community at St Mary's College.

When I use digital technologies I agree to be a safe, responsible and ethical user at all times. I agree to *communicate respectfully* by thinking and checking that what I write or post is polite and respectful. This includes:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours). I will never send mean, inappropriate, unkind or bullying messages or pass them on, as this makes me part of the bullying. I understand that bullying includes social exclusion (leaving someone out to make them feel bad).

- Looking after myself and others by thinking about what I share online. Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images. This also means that I will not share my passwords with anyone else. This includes protecting my friends and others; never posting or forwarding their personal details (including still or moving pictures, names, birthdays, school names, addresses and phone numbers) without their consent.

- Talking to a teacher if I need help, feel upset, uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.

- Carefully considering the content that I upload or post online or onto the school network; this is often viewed as a personal reflection of who I am. This means that I will take the time to think about what I post or share online and only view or use pictures, video, applications and websites that are appropriate and right for my age.

- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements) of electronic spaces. If my understanding is unclear I will seek further explanation from a trusted adult.

- Confirming that I meet the stated terms and conditions of websites and applications and when granted permission from a trusted adult to provide information, I will answer with factual responses about my personal details.

- Either turning off the screen or using the back button if I see something I don't like, and advising a teacher immediately.

- Never making or storing, searching for, or sending rude, violent or offensive material.

- Handling ICT devices with care ensuring when carried the device is in a protective case, locking devices in lockers when not in use and notifying a teacher if a device is damaged or requires attention.

- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references. This means that I will not present items that I did not make as my own work.

- Remembering that any information I place online may be stored on servers that are overseas and may not be secure.

- Not interfering with school network systems, ICT protocols and security, the data of another user or attempting to log into the network with a username or password of another person.

- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal

consent, or it is part of an approved lesson.

- Not bringing to school, viewing or downloading unauthorised programs, including games. This means that games, music, video and applications may not be accessed without express permission from your teacher.
- At school I will only use technology as directed by my teacher. This also means that I will not remove school owned technology from the classroom without permission from my teacher.

This Acceptable Use Agreement applies when I am using digital technologies at school, at home, during school excursions, camps and extra-curricular activities. It includes (although is not limited to):

- School owned ICT devices (e.g. desktops, laptops, iPads, cameras, printers, scanners)
- Mobile phones and portable personal communications devices (e.g. iPods and Gaming Devices)
- Email, Internet, Intranet and ICON/Ultranet
- Social networking sites (e.g. Facebook, Twitter, SuperClubsPLUS)
- Video and photo sharing websites (e.g. You Tube, Snapchat, TikTok, Instagram)
- Blogs, micro-blogs (e.g. Twitter), vodcasts and podcasts
- Forums, discussion boards, Wikis and groups (e.g. Google groups, Whirlpool)
- Video conferences and web conferences.

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement. I understand that there are actions and consequences established within the *St Mary's College Behaviour Management Policy* if I do not use digital technology appropriately.

_____   _____

Student Name   **Student Signature**   **Date**

_____   _____

Parent/Guardian Name   **Parent/Guardian Signature**   **Date**

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Mobile Phone / Smart Watch and Associated Devices Policy Agreement

PURPOSE

Whilst mobile phones and other electronic devices can be useful, when used inappropriately they can be a significant distraction to learning and teaching and can cause unnecessary angst when used during the school day. Research highlights the vital importance for students to have significant periods of time free of mobile phone use. St Mary's College has a commitment to ensuring an environment that is safe for all, where face to face social interaction is both valued and encouraged.

SCOPE

This policy aims to provide guidelines for students and parents regarding the use of mobile phones/smart watches and associated devices by students at school or at a school event.

ST MARY'S COLLEGE POLICY

If a student brings a mobile phone, smart watch or associated device to the college the requirement is:

- Mobile phones are to be switched off (or on silent) while at school and locked in lockers during school time (from first bell at 8.45am to last bell at 3.15pm).

- Smart watches need to put in 'aeroplane mode' if they are worn at school.

- When not at school, but at a school event, mobile phones should remain switched off or on silent, be out of sight, and in a secure location.

- Air-pods, blue-tooth headphones, earbuds are to be paired/ connected only with school computers.

  These are only utilised in class with teacher permission. No student should have these devices on in the yard or at a school event.

- Students who need to make 'important' phone calls during the day are asked to go to the College office and request assistance from the receptionists.

St Mary's College does not accept any responsibility for the loss of or damage to mobile phones, smart watches and associated devices such as air-pods, earbuds, headphones or Bluetooth speakers.

Parents may contact their son or daughter by ringing the College office. A message will be delivered to the student as soon as practical. If a student is unwell, contact with parents should be made through the College office.

Exemptions to this policy may occur on some occasions such as school camps. Procedures for these events will be outlined in the associated SIMON / excursion documents.

BREACH OF POLICY

Students found to be in breach of the College's policy on 'Mobile Phones/Smart Watches and Associated Devices' will:

- Have their phone / Smart Watch confiscated. The device may be picked up by the student at the end of the day if it is a first offence.

- Have their air pods, blue-tooth headphones, or ear buds confiscated if they are on the student in the yard or at a time when permission has not been sought from the classroom teacher.

- For any repeat offences, the device will be confiscated and will need to be collected from the office by a parent or guardian.

_____   _____   _____
Student Name   **Student Signature**   **Date**

_____   _____   _____
Parent/Guardian Name   **Parent/Guardian Signature**   **Date**