

St Leo the Great 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 St Leo the Great 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 St Leo the Great 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 St Leo the Great 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. St Leo the Great 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.

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 Leo the Great Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Leo the Great 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 communicate 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 include 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 Leo the Great 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 St Leo the Great 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 St Leo the Great 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 St Leo the Great Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Leo the Great 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.

Devices

At St Leo the Great Primary School we provide:

- Staff:
 - **Laptop** for school and home use, while employed by the school.
 - Classroom laptop connected to an IWB
- Students:
 - **1:1 Chromebook program** for all students from Gr 1 - 6, where the Chromebooks are purchased by the school and remain at the school, unless used for remote learning.
 - **1:2 Chromebook program** and **1:1 ipad program** for our Grade Prep students

Online platforms:

- **Google Workspace for Education** school accounts for all staff and students, which are monitored and managed by the school. The suite of apps are used by staff and students for teaching and learning. The data is stored in online 'cloud' formats and is backed up in multiple, secure locations across the globe.
- **Seesaw** accounts for all students to share their learning portfolios with their family and for staff to provide feedback. The data is stored on servers within Australia.
- The **Hapara** program for staff to manage student Google accounts from Grade 2 - 6. Via this program they share work with students, and monitor learning tasks and emails.
- Third party websites are used by staff and students using their Google account for educational purposes only.

Expectations of users

All students and staff at St Leo the Great 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 St Leo the Great 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 St Leo the Great Primary School 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 Leo the Great Primary School. The Acceptable User Agreement is sent out to parents annually via Operoo. (Appendix 1 & 2)

Duty of Care

St Leo the Great Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams through targeted teaching in Digital Technology and Social and Emotional classes.

St Leo the Great Primary School will prepare staff to deal with these issues through Digital Technology PLT's and technical support.

St Leo the Great Primary School is an accredited eSmart school. We acknowledge many internet safety days through classroom and whole school events, that include Better Buddy Day, Internet Safety Day, eSmart week and Bullying No Way Day. The activities for each event are planned by the students in the eSmart committee.

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 St Leo the Great 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 St Leo the Great 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. St Leo the

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

Websites

St Leo the Great Primary School 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 – to be developed by each school

A student Acceptable Use Agreements, outlining the conduct expected of students when using digital technologies is sent out to parents annually via Operoo.

Students (Appendix 1 & 2)

St Leo the Great Primary School provides students and parents/guardians with the following:

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

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be acknowledged by the student and signed by the parent/guardian at the beginning of each year, 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 Leo the Great Primary School provides staff with the following:

- a copy of this policy
- a copy of the Student 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



**St Leo the Great
Catholic Primary School**

Acceptable User Policy Year Prep - 1

Please read and discuss the information below with your child before submitting this form.

At St Leo's:

- We aim to abide by eSmart protocols.
- We allow students to use many types of technology in order to promote education
- We provide a 1:1 Chromebook program for all students from Gr 1 - 6, where the Chromebooks are purchased by the school
- Our grade Prep students have a 1:2 Chromebook program and 1:1 ipads
- All students from Gr Prep - 6 have personal Google Workspace for Education accounts, which are monitored and managed by the school
- All students have a school SEESAW account to submit and share their learning tasks with their family
- The Grade two to six staff manage the Google accounts for their class using the Hapara program. Via this program they can share work with students, freeze Chromebook screens and look at student work and emails.
- We use 'Zscaler' to provide a high level of protection online at school. However we cannot guarantee that such protection will always be 100% effective.
- Our data in 'Google Workspace Education' is stored in an online 'cloud' formats; this data is backed up in multiple, secure locations across the globe. We cannot guarantee that such stored data will always be 100% secure.
- We reserve the right to review any material in user accounts, files or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

Please read, discuss and acknowledge the information below with your child before submitting this form.

As a Student at St Leo's School, I agree to: *(at school, at home and during any time of Remote Learning)*

- Use digital devices with permission - including Youtube
- Use the device in a shared space
- Take care with all digital devices - Chromebook, ipads and robotic devices
- Use Youtube for learning purposes only and make sure it is suitable for my age
- Go on websites that are appropriate for my age
- Ask for help when something goes wrong
- Only use my first name when communicating online
- Never tell anyone my personal details online - address, phone number, surname
- Turn off the device and tell an adult if I see anything that makes me feel bad or uncomfortable online
- Allow teachers to monitor my use of the internet and digital devices

Consequences:

Misuse of Digital Technology devices or online accounts will result in consequences.

In severe cases, the school will:

- Contact parents, and may suspend the offending student's privileges for an agreed period of time
- Decide on appropriate consequences after discussion with the child, the classroom teacher, the DT Coordinator, Well Being Leader or the Principal.

Students Acknowledgement:

I have read the rules above with my parents and agree to abide by these rules at school, at home and during any time of Remote Learning. I understand the consequences of misuse.

I agree

Parent Acknowledgement:

- I have read and discussed these guidelines with my child
- I acknowledge that my child's photograph, work or video footage may be published in Seesaw, as deemed appropriate by the school.
- I understand that the use of children's surnames or personal details will be avoided where possible
- I agree that my child may use the internet and Google Workspace for Education as part of their school work
- I acknowledge that a photograph of my child may be used without acknowledgement, remuneration or compensation in publications (print, websites) and/or presentations featuring the school, Melbourne Archdiocese of Catholic Schools (MACS) and the Catholic Education Commission of Victoria Ltd (CECV). If parents do not wish their child's image or work to be published in this way please notify the DT Co-ordinator in writing of this matter.
cgreen@slaltonanth.catholic.edu.au

Parent Acknowledgement:

I agree

Signature



St Leo the Great
Catholic Primary School

Acceptable User Policy Year 2-6

At St Leo's:

- We aim to abide by eSmart protocols.
- We allow students to use many types of technology in order to promote education
- We provide a 1:1 Chromebook program for all students from Gr 1 - 6, where the Chromebooks are purchased by the school
- Our grade Prep students have a 1:2 Chromebook program and 1:1 ipads
- All students from Gr Prep - 6 have personal Google Workspace for Education accounts, which are monitored and managed by the school
- All students have a school SEESAW account to submit and share their learning tasks with their family
- The Grade two to six staff manage the Google accounts for their class using the Hapara program. Via this program they can share work with students, freeze Chromebook screens and look at student work and emails.
- We use 'Zscaler' to provide a high level of protection online at school. However we cannot guarantee that such protection will always be 100% effective.
- Our data in 'Google Workspace Education' is stored in an online 'cloud' formats; this data is backed up in multiple, secure locations across the globe. We cannot guarantee that such stored data will always be 100% secure.
- We reserve the right to review any material in user accounts, files or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

Please read, discuss and acknowledge the information below with your child before submitting this form.

As a Student at St Leo's School, I agree to: *(at school, at home and during any time of Remote Learning)*

DEVICES:

- Take care with all digital devices and equipment
- Use digital devices with permission
- Use the device in a shared space
- Turn off the device and tell an adult if I see anything that makes me feel bad or uncomfortable online

GOOGLE ACCOUNT:

- Use my School's Google Workspace for Education tools responsibly, even if I do the work from devices outside of school
- Ensure all email and electronic communication that I send contains appropriate language
- Protect my login and password
- Use my own login for third party websites approved by the school for educational purposes (Eg Seesaw, Canva, Scratch)
- Report any breaches of security to the school
- Allow school staff to monitor my use of my internet usage and digital devices

- Use Youtube for learning purposes only and ensure that it is age appropriate

SOCIAL MEDIA:

- Use Social Media responsibly, whether I am at school, at home or elsewhere.
- Report any inappropriate use or comments to my parents &/or teacher

As a Student at St Leo's School, I not agree to:

- Change any settings on any digital devices and equipment
- Disclose any passwords
- Access other users' work and accounts without permission
- Give out personal information; including my surname, address, telephone number or family details, about myself or others

SOCIAL MEDIA:

- Post private information about others or myself on Social Media

Consequences:

Misuse of Digital Technology devices or online accounts will result in consequences ranging from loss of privileges.

In severe cases, the school will:

- Contact parents, and may suspend the offending student's privileges for an agreed period of time
- Decide on appropriate consequences after discussion with the child, the classroom teacher, the DT Leader, WellBeing Leader or the Principal

Students Acknowledgement:

I have read the rules above with my parents and agree to abide by these rules, at school, at home and during any time of Remote Learning. I understand the consequences of misuse.

I agree

Parent Acknowledgement:

- I have read and discussed these guidelines with my child
- I acknowledge that my child's photograph, work or video footage may be published in Seesaw, as deemed appropriate by the school.
- I understand that the use of children's surnames or personal details will be avoided where possible
- I agree that my child may use the internet and Google Workspace for Education as part of their school work
- I acknowledge that a photograph of my child may be used without acknowledgement, remuneration or compensation in publications (print, websites) and/or presentations featuring the school, Melbourne Archdiocese of Catholic Schools (MACS) and the Catholic Education Commission of Victoria Ltd (CECV). If parents do not wish their child's image or work to be published in this way please notify the Digital Technologies Leader in writing of this matter.
cgreen@slaltonanth.catholic.edu.au

Parent Acknowledgement:

I agree

Signature