



# St Joseph's School WONTHAGGI

## ACCEPTABLE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY

### PURPOSE

To ensure that all school staff, students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Diocese of Sale Catholic Education Limited (**DOSCEL**) policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies.
- (g) Our school is an eSmart school and promotes cyber safety in the community.

### SCOPE

This policy applies to all students and school staff at St Joseph's Wonthaggi.

Student and school staff use of technology is also governed by the following DOSCEL policies:

- Acceptable Use of Information and Communications Technology Policy
- Cyber Safety Policy
- Social Media Policy.

School staff, contractors, volunteers and School Advisory Committee members also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- St Joseph's School Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff).

### DEFINITIONS

For the purpose of this Policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and school staff use for learning and teaching; this includes DOSCEL approved software and locally sourced devices, tools and systems.

## POLICY

### Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, applications (**apps**), computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

St Joseph's Wonthaggi believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home. All students will have access to internet resources through the classroom workstations.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At St Joseph's Wonthaggi, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

### Working with Children

When working with children on the Internet, staff will supervise children at all times. Supervising includes:

1. Knowing the purpose of the internet access i.e. what the child is trying to achieve.
2. Ensuring that internet use occurs only in the context of the learning activity.

If children are observed to be accessing inappropriate materials, there are two courses of action.

1. Where children deliberately access inappropriate material the student is to be removed from the device and all device privileges are suspended until the misbehavior has been reconciled with future internet use. Subsequent misbehavior is treated in accordance with the school welfare policy.
2. Where children inadvertently access inappropriate material the site is to be logged with the administrator so it can be blocked to prevent further access.

At St Joseph's Wonthaggi, we:

- use online sites, digital tools and video conferencing platforms that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork, including where programs are delivered virtually via video conferencing platforms, off-site, by another school or instructor while our students remain on-site
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including the eSafety Commission and eSmart Schools resources
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- educate students on how to identify likely scams, who to report them to and what to do if feeling unsafe online

- actively educate and remind students of our school's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents, guardians and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

### **School Devices**

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents, guardians or carers have completed and signed an Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or school staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher or school leadership immediately.

All messages created, sent or retrieved on the school's network are the property of DOSCEL. DOSCEL reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Students in grades Prep to 2 will have access to class sets of iPads. Students in grades 3 to 6 will have a chromebook allocated to them. Grade 3 students will have a new chromebook assigned to them which will be their device from grades 3 through to grade 6. It is the student's responsibility to care for this device, ensure it is charged and ready for use. Students are not to share devices. If this device is damaged it will be sent to the technology support team in Warragul for repairs. Any cost incurred in this process will be the financial responsibility of the parents or guardians of the child assigned to the device.

Further information on supervision arrangements for students engaging in digital learning activities is available in the DOSCEL Acceptable Use of Information and Communications Technology Policy.

### **Social media use**

Our school follows the DOSCEL Social Media Policy to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent, guardian and carer notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

Teachers and students may record their participation in school activities and show evidence of their learning with photos and short videos. These images may be published on school websites and social media pages. Teachers will outline expected processes with students in these spaces however, it is still important to think before you post to any online space. These images remain the property of the school and cannot be copied, published or distributed in any other forum. Failure to follow this agreement could result in legal action. Parents are asked to complete the appropriate form to give permission for their student to be included in these activities.

The school may also have the opportunity to publish some photos of school events in a public place e.g. School Facebook Page or the local newspaper and you are asked to give your permission for your child's photo to be published in a public forum.

In accordance with the DOSCEL Social Media Policy, school staff will not 'friend' or 'follow' a student, including a recent former student (i.e. enrolled at a DOSCEL school within a two-year period before connecting) or parents, guardians and carers of current students on a personal social media account or accept a 'friend' request from a student, parent, guardian or carer of current students using a personal social media account unless it is objectively appropriate, for example where a parent is a personal friend or a student is also a family member of the staff member and the staff member has advised the Principal of the connection and the circumstances.

If a staff member of our school becomes aware that a student or a parent, guardian or carer of a current student at the school is 'following' them on a personal social media account, the staff member is required to ask the student, parent, guardian or carer to 'unfollow' them, and to notify the school if the student or parent, guardian or carer does not do so.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with the school's Student Code of Conduct, DOSCEL's Acceptable Use of Information and Communications Technology Policy, Cyber Safety Policy and Anti-Bullying and Bullying Prevention Policy (Students).

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), St Joseph's Wonthaggi will institute a staged response, consistent with the student engagement and behaviour policies.

Breaches of this Policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of devices for a period of time to be determined by the classroom teacher
- removal of network access privileges
- removal of internet access privileges
- other consequences as outlined in the DOSCEL's, Cyber Safety Policy and Anti-Bullying and Bullying Prevention Policy (Students), Enrolment Policy and Enrolment Handbook.

## **COMMUNICATION**

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

- Available publicly on our school's website
- Parents/ guardians will have access to the agreement through PAM and will be required to read and sign the policy and agreement at the beginning of each school year
- Included in school staff, contractor and volunteer induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request.

### **Cloud Storage**

DOSCEL schools may utilise cloud storage solutions (such as Google Drive and Microsoft 365) for the storage of documents and presentations. Cloud storage enables collaboration among staff and students, and provides ready access to information across multiple devices. Catholic Education Office, Diocese of Sale (CEOSale) ICT services, in partnership with schools, provide managed access to cloud based applications through the use of usernames and passwords.

Considerations when accessing school resources outside of the school environment include:

- the use of secure, safe and reliable internet connections
- safe and appropriate storage of important documents
- a safe internet browser free of viruses and a virus-free device
- the use of secure username and passwords.

St Joseph's School and the Catholic Education Office have considered all these factors and feel confident that we are well prepared. Please sign the form below to allow the minutes from PSGs, students' PLPs, reports from other health

professionals, parent/ teacher conversations and other relevant information to be stored on Google Drive.

If parents have any questions about these agreements, please arrange to see the Principal.

## RELATED POLICIES AND PROCEDURES

This policy is to be read in conjunction with other related school policies, procedures, documents and codes. These include:

- Acceptable User Agreement
- Child Safety Code of Conduct
- Student Code of Conduct

### Related DOSCEL policies

- Acceptable Use of Information and Communications Technology Policy
- Anti-Bullying and Prevention Policy (students)
- Cyber Safety Policy
- Social Media Policy

### Other related documents and resources

- [eSafety Commissioner – Report Online Harm](#)
- [The Victorian Teaching Profession Code of Conduct](#)
- Ministerial Order No. 1359, Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Facilities

## AUTHORITY, MONITORING AND REPORTING

DOSCEL, a Company incorporated under the *Corporations Act 2001* (Cth.), is the Governing Authority of primary and secondary schools in the Diocese of Sale, excluding Catholic College Sale and Lavalla Catholic College, Traralgon.

The Chief Executive Officer, DOSCEL, is responsible for the management and general administration of DOSCEL schools. Based on the principle of subsidiarity and in keeping with the DOSCEL Delegation Register for Schools, a broad range of duties, functions, powers and authority are delegated to the Principal. This includes the effective implementation of this policy and the compliance obligations outlined in this policy.

However, the Chief Executive Officer, DOSCEL, remains responsible for monitoring the development and implementation of this policy and for providing reports as required to the Directors of the DOSCEL Board.

The Principal is responsible for:

- ensuring compliance with the obligations outlined in this policy;
- assigning authority, responsibility and accountability at appropriate levels within the school for policy implementation and compliance;
- providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- ensuring cyclic reviews of the policy;
- reporting and escalating concerns, issues and policy breaches to the Chief Executive Officer, DOSCEL, and working collaboratively with the Chief Executive Officer, DOSCEL, to resolve them.

Whilst the Principal will play an important role in effective implementation of this policy and compliance with the Standards, it is noted that responsibility for compliance with the Standards ultimately remains with DOSCEL.

## POLICY STATUS AND REVIEW

### Approval

This Policy is endorsed by the Chief Executive Officer, DOSCEL.

Implementation Date:	July 2022
Consultation:	Representatives of School Staff Student reference Group
Review Date:	December 2024

## ACCEPTABLE USE of ICT AGREEMENT

Students at St Joseph's Primary School will have access to the internet for educational purposes. To support students in the use of the internet, all students must abide by school rules for the use of ICT.

**In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of this agreement are explained below. Please contact the school to clarify or receive additional information.**

1. Students **must not knowingly access or try to access any material that is not appropriate** for school use. (Filters are in place that restrict students to Education approved sites where possible. **Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**)
2. If students find they are viewing inappropriate material or at any time feel uncomfortable about the material on their screen **they should minimise the window** and report the incident to their teacher who can investigate the problem.
3. Students **must not use the Internet, Social Media or email to bully, harass or intimidate another person**. Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.
4. Students **must not use inappropriate language in any communication**. A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
5. Any **inappropriate use of devices will lead to the suspension of device privileges** for a length of time decided by the classroom teacher/Principal. **Some online activities are illegal and as such will be reported to police.**
6. Students must take care with all equipment they use. **Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent who will receive an invoice for the repair (including lost keys or screen damage).**
7. Students **must not bring electronic games or other material to school on portable devices to use at school.**
8. Students **must not use school accounts** to communicate with others without the teacher's knowledge and explicit permission or to create an account for online activities and social media sites. Students **must not change their issued passwords** to their school accounts.
9. Student **use of mobile phones and any personal device that has internet access while on school property is forbidden**. The school recognises the need for some students to contact parents before and after school and **provides safe storage for these devices at the office**. We want all students to be safe and secure while at school therefore, **to maintain all student's right to privacy and good order in the school**, we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning. **These devices MUST be handed to the office upon arrival at school.**
10. This Acceptable Use Agreement also applies during school excursions, camps and extracurricular activities.

## DEVICE USE AGREEMENT

Students along with their parents must sign this agreement to have access to Digital Technologies.

Student Name .....

Parent Name .....

**I agree to use computers, cameras etc. in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.**

Student..... Parent.....

## VIEWING MEDIA

Students will view media designated suitable for educational purposes and rated G or PG.

Please sign the follow permission.

**I agree to my student..... watching any media deemed suitable and rated G or PG as part of the curriculum at St Joseph's Primary School.**

Name.....Signed.....(parent)

## PHOTOS AND VIDEO

Students will have their image captured during the recording of activities at school. These photos or videos may be included in other student's work and published on school sites, social media pages or in local newspapers with school permission. Parents and Guardians must give permission for their student to be included in these activities and for the publishing of their child's photo within the school, its websites, social media pages or in school approved newspaper articles.

**I give permission for .....(student) to have their photo taken and published within the school or in a school approved forum.**

Signed.....(Parent)

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires your consent. Consent can be withdrawn at any time.

## CLOUD STORAGE

I..... give permission for St Joseph's School to store all relevant information in relation to my child's education on Google Drive. This will include reports, minutes from meetings, PLPs, letters from other health professionals and adjustments to learning which will assist my child.

Signed.....(Parent)

*Please contact the Principal if you have any questions or concerns about this agreement.*