



St Andrew's Parish

CORPUS CHRISTI PRIMARY SCHOOL

29 RUSSELL STREET, WERRIBEE VIC. 3030

Digital Technologies Policy

At Corpus Christi Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

We at Corpus Christi aim to produce learners who are confident and effective users of Digital Technology. Digital tools are developing rapidly therefore we will endeavour to show due care in the implementation and the use of new and emerging technologies.

At our school we:

- have an Acceptable Use Agreement for Grades Foundation – 2 and Grades 3-6 that states our school's expectations and standards of student behaviour
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as being a responsible cybercitizen
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working online
- provide a filtered internet service such as Zscaler but acknowledge that full protection from inappropriate content can never be guaranteed
- will contact The Office of eSafety Commissioner in response to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- use eSmart to guide our Digital Technologies policy
- can update the Digital Technologies Policy at any time to address the ongoing changes and updates of technologies and behaviours and practices associated with being smart, safe and informed digital citizens

POLICY

- Staff and students must be aware of and abide by the Corpus Christi Digital Technologies policy and the Student User Agreement.
- Digital Technologies Leader /Technician has access to all folders and files stored on the network server

- Digital Technologies Leader /Technician has access to all Google Suite Accounts
- Students and parents will sign an **Acceptable Use Agreement for Grades Foundation – 2 or Grades 3-6** at the start of the year before students are allowed access to digital tools
- **Acceptable Use Agreement for Grades Foundation – 2 and Grades 3-6** states our school's expectations, standards for student behaviour and care of digital tools
- Unacceptable behaviour will be recorded on an ICT Incident List and students referred to the Consequence List
- Student are advised of a Consequence List at the start of the year and the list will be displayed in learning areas

TEACHER AND STUDENT'S EXPECTATION WHEN USING DIGITAL TECHNOLOGIES

- Staff and student will be issued with a username and password which they must keep secure at all times
 - If the password is revealed, it is the responsibility of the teacher and/or student to let the Digital Technologies Leader know of the security breach so that a new password can be issued.
 - Teachers and students must ensure that they log off/sign out from any computer that they use around the school to maintain the integrity of a secure network. Our school's computers are in public areas and there is a real risk that unauthorised users could access confidential information if the computers are not secured appropriately
- Digital tools need to be kept in an environment that will not harm or damage them
- The area surrounding digital tools must be maintained at all times
- Children are to treat all digital tools with utmost care.
- It is the responsibility of the students and the class teacher to report any misuse of digital tools and/or damage to the Digital Technologies Leader as soon as possible.
- Students who deliberately misuse equipment may have the privileges withdrawn according the Digital Technologies Consequence List
- Any technical problems with digital tool need to be reported to the Digital Technologies Leader
- Digital devices are to borrowed through the Digital Technologies Leader and must be signed in and out if taken from the grounds of Corpus Christi
- Students must hand in any smart devices such as phone, iPad, or watches to the School Office at the start of the day and collected at the end of the school day
 - A Smart device is anything that can collect (record voice, take photos, and receive information such as messages or emails) store and share information

INTERNET / NETWORK USE POLICY

ROLE OF DIGITAL TECHNOLOGIES LEADER

- has control over access privileges to Internet, Google Suite and network services
- reserves the right to view any material accessed, downloaded or saved and will inform users of inappropriate usage
- reserves the right to change, restrict or suspend privileges of any user of the network who fails to comply with the regulations outlined in this policy

- responsible for the integrity of passwords and will change them in consultation with the users of the network to maintain a secure environment

APPROPRIATE USE OF THE INTERNET AND EMAIL

- Each staff member and student will be given a Google Suite account and Gmail account
- All users need to be aware of appropriate and acceptable use of email and the consequences of breaches
- Use for commercial activities is prohibited (Educational purposes only)
- When sending email, use appropriate language
- Students and staff are to ensure that emails sent or received does not contain inappropriate content and degrading material and report any instances of it happening to the Digital Technologies Leader and Principal. All users are to comply with Federal and State laws re libel, defamation, injurious falsehood, innuendo, discrimination, vilification and harassment
- Students are not to use or publish surnames, addresses or personal details.
- Copies of Google Suite documents created for educational purposes must be shared with Corpus Christi account and becomes the property of Corpus Christi

PUBLISHING ON THE INTERNET/GOOGLE SUITE

- Do not reveal personal information of students and colleagues that can identify them to other users
- Do not publish, upload or share images of students in school uniform where they can be identified
- Video, audio or photos/graphics protected by copyright are not to be downloaded or published.
- Photos, audio or video content from any source can only be published with written consent from the owner or parent (if it is a student). (Refer to Enrolment documents)
- Acknowledgement of use of information or images from another source is required when publishing
- No work shall be published on the Internet without thorough checking by the Digital Technologies Leader or Administration Staff. They will check the quality of material e.g. spelling, grammar, copyright issues, referencing of sources, design, links and then work with original publishers to make appropriate changes.

ACCEPTABLE USE OF INTERNET SERVICES

- Students will have access to the Internet through their classroom and library only with staff supervision. Access to unsuitable sites is blocked through Zscaler Web Filtering System. However, the school's website and personal pages can be accessed via the Internet at home. The filtering software is not applied outside of school and it is the responsibility of parents to monitor their child's access of the Internet at home.
- **Users may access sites for educational purposes only.**
 - 1..1. Educational use / purpose = classroom activities, professional development, career development, work related email/transfer of files and high-quality self-discovery activities. It is not for personal use such as chat, personal email or personal web surfing. This includes free time during wet weather program or lunchtime activities where supervision may not sufficient.
 - 1..2. Staff member may seek permission to use internet for personal reasons.
- Failure to comply with these conditions of use may result in a loss of access privileges.

- Users should expect only limited privacy of their personal files – administrator can access them. Therefore, restrict use of school account to work related mail.

DUTY OF CARE

- Student's privacy will be respected at all times and according to *the Privacy Act 1988*
- Students' email will be sent or received only under direct teacher supervision
- Parents reserve the right to access their child's email.
- A User Agreement is to be signed by students promising to abide by rules enforced by school regarding Internet and Network use. In the case of younger students, parents will sign the User Agreement authorising children to use the Internet.
- A Child Safe message will proceed the Disclaimer on all email sent from the Corpus Christi Domain
- A disclaimer from school re inappropriate use, purchases made without permission, damage to hardware / software will be presented to all users.
- Measures need to be taken to ensure all users understand and respect copyright protocols.
- Accidental access to inappropriate material needs to be reported to Digital Technologies Leader.
- All users are to promptly disclose to teacher/ Digital Technologies Leader/principal any message/material received that is inappropriate.
- Staff and students need to be aware that bringing in programs on USBs or downloaded files is only allowed after seeking permission from the Digital Technologies Leader or Homeroom Teacher
- Users must respect other users' files and not attempt to access them deliberately. Privileges will be withdrawn if this occurs.
- Digital Technologies Leader has access to software that monitors all sites that have been visited. Users need to be aware of this and understand that the Digital Technologies Leader and Technician are aware of what users are viewing.

SOCIAL MEDIA

Social Media are forms of electronic communication (eg. Websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (eg. videos).

Social media are widely considered to be various online mediums of communication and are used to connect to people around the world.

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)
- Blogs (work and personal interest)
- 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
- Corpus Christi will not tolerate derogatory remarks made against the school, Principal or staff on social media and steps will be taken
- The privacy of others will be respected at all times

- Images of students in school uniform whereby students can be identified will not be published, shared or uploaded

RESOURCES

Acceptable Use Policy for ICT System

<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>

eSmart

<https://www.esmartschools.org.au/Pages/default.aspx>

The Office of eSafety Commissioner

<https://www.esafety.gov.au/>

Guidelines for incorporating Social Media into Acceptable Use Policies, CECV

Prepared by: Digital Technologies Leader and eLearning Team

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To be reviewed: Annually