



St Catherine of Siena Catholic Primary School
125 Warralily Boulevard, Armstrong Creek 3217

Digital Technology Policy

Rationale

St Catherine's School recognises that digital technology is an integral part of life. It also plays a role in learning. The school needs to ensure that staff, students and the school community engage in these technologies appropriately, legally and ethically. The school also needs to ensure there are levels of protection of child safety in the use of any technology in the school.

Digital technology is used to effectively find, analyse, create, communicate and use information to enhance staff and student learning and to engage the school community. This includes the use of technology such as; email, Internet, Intranet, phone, mobile device, social media sites, online discussion and chat facilities, copying and printing.

Policy Statement

St Catherine's School embeds technology in the life and operations of the school. It is important that the use of this technology is used in a purposeful, responsible, legal and ethical manner that is consistent with school's vision.

Principles

- While staff, students and school community will have access (as deemed appropriate) to electronic resources, this access is privileging not a right.
- Users are responsible for ensuring that the resources are used in a purposeful, responsible, legal and ethical manner that is consistent with the school's vision.
- Electronic resources are provided for work and education purposes.
- Technology is increasingly changing. Technologies, not yet known or not present in the school, may become part of the school's approach (if appropriate) and will be covered by this policy
- Technology use will be monitored including the appropriateness of sites, material accessed, downloaded or distributed and communication use.
- Technology plays an important role in staff and student learning.
- At all times child safety requirements and processes are to be considered in any use of technology.

Implementation

- All staff (teaching and non-teaching) will receive training about online safety in order to be able to recognise and respond to online safety issues.
- Staff, students and parents must sign the Acceptable use and Cybersafety Agreement each year in order to access the school's technology resources.

- All users are to comply with St Catherine's policy and any diocesan and government legislation (such as copyright, discrimination, defamation and privacy laws) in the use of technology.
- Inappropriate material (including pornography) must not be accessed, downloaded, transmitted or posted. Communication and feedback between students, parents and staff via electronic media must be appropriate at all times.
- Electronic media must not be used for gambling purposes.
- Personal use for staff is restricted and limited. It must not take place during teaching or classroom time. It must not interfere with work obligations or be used while supervising students (unless an emergency call to services or administration is required).
- Student and school community use is limited to educational use for engaging in student learning
- Email correspondence must contain the appropriate school disclaimer.
- Downloaded files must be checked and be virus free.
- All digital content stored and produced at or on behalf of St Catherine's School remains the property of the school.
- Privacy and confidentiality must be considered in forwarding or providing access to electronic communication. Permission from the sender should be sought. Staff should ensure that personal information is kept private.
- Correspondence such as email is not necessarily kept confidential when sent to an external party and can be forwarded on or accessed by others without the writer's knowledge. It is important to check whether it is appropriate to send confidential information electronically.
- Communication via chat rooms, social media email and text messages should always have appropriate content, images (if used) and language. They must not undermine the school's reputation or be construed as bullying, harassing or embarrassing for any individual.
- Violation of the policy may result in:

Students - restriction or suspension of use for a set period of time or in the case of a serious breach there may be further ramifications.

Parents/school community members - restriction or suspension of use and access for a set period. In the case of a serious breach this may lead to referral to the Catholic Education Melbourne and termination of enrolment

Staff - informing VIT (teachers) or performance/disciplinary processes that may lead to termination of employment.

Police may be informed after an initial school investigation for any or all of the above cases.

- Regular reminders about acceptable use of technology will be communicated to staff and parents via school newsletter, staff bulletins and at staff meetings.
- St Catherine's School has a web filtering system in place to ensure inappropriate material cannot be accessed at school.

Learning and Teaching

Computers provide a valuable tool for the enhancement of learning within the school. Whilst computers do not replace books and other learning materials they offer a medium that is both exciting and challenging for students and teachers. The internet provides access to previously inaccessible material at the click of a button. Computers and other electronic devices have expanded the horizons of learning and teaching not only in the depth of content but in the methodology of teaching and learning.

Along with the wonderful benefits of Information Communication Technology there are also things that we need to monitor and control.

In using Information Technology at St Catherine's:

- Teachers will ensure that electronic materials and sites that are selected for use are chosen because they are appropriate and suitable for the classroom and are able to fulfil the aims of the teaching program.
- Students will engage in using the internet which will include accessing sites such
 - as websites, electronic chats (social media), bulletins, educational apps and classrooms (such as Google Classroom) and use of email.
- Teachers will provide guidance as to which sites can be accessed and programs that can be downloaded on to school devices.
- Teachers will develop processes for students to follow if they inadvertently access an inappropriate site or are confronted with material or text that makes them uncomfortable.
- The learning environment must foster student confidence to report to staff if they have seen or received anything that has made them uncomfortable or threatened. This should always be followed up in a timely manner.
- Copyright and privacy laws and other legislation must not be breached in using the Internet and in posting material onto sites.
- All families will receive a copy of the Acceptable Use of ICT Agreement annually. Parents are asked to read the agreement with their children and sign the agreement and return it to the school .

- The school will offer information to parents about safe use of the internet. This may take the form of a speaker at the school or of advertising forums on offer through the school's newsletter.
- The school cannot filter Internet content accessed by a student from home, from other locations away from school or on mobile devices owned by students. St Catherine's School recommends the use of appropriate Internet filtering software on home devices.

Personal Mobile Phone/Electronic Devices

For some families in the school it is considered necessary for students to carry a personal mobile phone for the purpose of communicating with parents or family regarding pick up arrangements etc. The school does not consider that is necessary for students to carry a mobile phone with them during the school day. These devices can cause a great deal of distraction in the classroom and there is also the real possibility of a device being broken or lost during the school day. If students are required to bring mobile phones or other electronic devices to school then the following directions are conditional to this happening.

- Phones/electronic devices must be handed to the school office on arrival at school. These will be handed back to children at 3:20pm.
- Students are not permitted to use phones/electronic devices in school grounds or during school hours. This includes making calls, texting, using camera and Internet functions, or using media/music players.
- When a personal phone/electronic device can be used for a learning session, students will have access but the device is to be returned to the locked cupboard after the session.
- Failure to meet these requirements will see the phone/electronic device removed from the student and held in the School Office until a parent collects it. The school may as a consequence not permit the phone/electronic device to be brought to school for a short or extended period.

School Electronic Equipments and Devices

- Students are expected to use school equipment and devices safely and with care.
- Teachers will induct students on how to safely use and look after any electronic equipment or device.
- Students must not download programs to school equipment or device without the permission of the teacher.
- Generally, students cannot take home school devices.

Social Media

- St Catherine's School accepts that the use of social media is used by members of the school community as a social tool and is commonly used to express views, comments, and ideas on a range of issues.
- Students, as part of the educational program, will engage, from time to time, in electronic chats to
 - share their learning, pose questions and provide feedback to other students. This interaction may
 - occur with students within their own classroom, classes in the school or students in another school.
- Teachers will have access to these sites and will monitor that the content is appropriate and that
 - students are not engaging in anti-social behaviour such as cyberbullying.
- Teachers are not permitted to engage in other social media (non school) where students participate.
- It is expected that all members of St Catherine's School community when in engaging with each other through using social media behave in such a manner that:
 - the welfare of all members of the school is not adversely impacted upon.
 - the reputation of the school is not negatively affected or brought into disrepute
 - personal information is kept private
 - inappropriate content, images or themes are never upload or posted to any space or site.
- Social media sites (other than those established for student learning under the supervision of a teacher) using the school name must not be established unless the principal gives permission. This permission would only be for a specific school purpose. If the site is not used appropriately according to the requirements for its use, it will be closed down.
- When using social media, it is expected that members of our school community will:
 - demonstrate appropriate personal and professional boundaries and behaviours
 - respect the rights, privacy and confidentiality of others.
 - ensure all content published is accurate and not misleading
 - not post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, threatening, violent, racist, sexist, pornographic, or is otherwise unlawful.
 - not infringe on copyright or cause damage to the reputation of St Catherine's school, or bring it into disrepute.

Legislation

The use and provision of technology must not contravene the following legislation:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1975
- Sex Discrimination Act 1984
- Equal opportunity Act 2010 (Victoria)
- Crimes Amendment (Bullying) Act 2011

Related Policy and Documents

- Duty of Care
- Anti-Bullying
- Acceptable Use of ICT Agreement
- Behaviour Management Policy

Communication

- This Policy is available on school website
- Students are inducted each year on the requirements
- Students and parent sign the Acceptable Use of ICT Student Acceptable Use Agreement annually.

Drafted: 2019

Review: 2023 (or sooner if required)

Appendix 1 – ICT Student Acceptable Use Agreement

***St Catherine of Siena Catholic Primary School Community
promotes the
safety, wellbeing and inclusion of all children***

ICT STUDENT ACCEPTABLE USE AGREEMENT

Safe and responsible online behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

We are Respectful We are Learners We are our Best Selves
ENGAGE- EMPOWER-EXCEL

My ideas on safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:

(write or draw...)

ICT Acceptable Use Agreement - Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. iPads, desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Behaviour Management Policy if my child does not behave appropriately. I understand that internet privileges may be suspended or withdrawn from users if the Acceptable Use Agreement is breached.

Student name: _____

School name: _____

School contact name: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

We are Respectful We are Learners We are our Best Selves
ENGAGE- EMPOWER-EXCEL

We are Respectful We are Learners We are our Best Selves
ENGAGE- EMPOWER-EXCEL