



St Joseph's School
Kingswood

ICT AND ACCEPTABLE USE POLICY

ST JOSEPH'S SCHOOL KINGSWOOD

Rationale

St Joseph's Kingswood is a catholic School in the Josephite tradition. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

1. Purpose

This policy governs the roles, responsibilities and function of the St Joseph's School Kingswood Information and Communications Technology (ICT). The school acknowledges the need to have in place rigorous and effective school cyber safety practices.

2. Principles

2.1. In the educational environment of today the Internet provides an invaluable source of learning and communication. Information and services are increasingly being delivered and accessed in technologically orientated ways.

2.2. At St Joseph's Kingswood we believe that it is our responsibility to:

- provide students with the ability to access the technology available to us.
- guide students in researching, publishing and communicating via the Internet.
- give students the opportunity to practise lifelong learning skills.
- give students the opportunity to learn to use on-line services and integrate with existing learning activities.

2.3. Through planned and supervised curriculum-based learning experiences, students are taught the information literacy skills necessary for everyday life. One means of providing this is via access to networked computers and to the Internet.

2.4. St. Joseph's facilitates this through maintaining a network of computers with Internet connection. Included in this is:

- An educational network of computers in a computer lab
- Laptop computers
- Networked computers in every classroom
- Interactive whiteboards in every learning space
- Library computers
- Staff computer access
- An administrative network
- Software appropriate to the developmental level of all classes
- Integrated lessons
- Equity of use to all year levels
- Access to the Internet and email through the VPN (Virtual Private Network) and SINA (Schools net Internet Network Administrator)

- 2.5. Through an integrated approach St Joseph's embeds Information Communication Technology (ICT) into all curriculum areas to further develop the students' learning. Students have access to information through a variety of means. Access to the Internet by students is supervised by teachers and responsible adults and is for educational purposes only.
- 2.6. In allowing use of the school's network we believe that, provided with rules and guidelines, students, parents and staff will use the resources in an appropriate and acceptable manner. All users of St Joseph's information and communications technology are to use the technology only in a way that enhances student and staff learning and contributes to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the St Joseph's School.
- 2.7. St Joseph's Kingswood ICT includes the utilisation of any employer equipment, property or resource at any time, whether during working hours or not, and includes the use of remote access facilities.
- 2.8. St Joseph's will develop and maintain rigorous and effective cyber safety practices which aim to maximize the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimizing and managing any risks.
- 2.9. These cyber safety practices will aim to not only maintain a cyber-safe school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

3. Accountability

All members of the School Board and school community are responsible for promoting adherence to the policy, and complying with the policy and standards.

4. Policy and Procedures

4.1. A Workplace Facility

- The School's computer network and other communication facilities are educational and business facilities provided by the school to be used primarily for educational or business purposes. Staff and other authorized users, therefore, have a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.
- All email and Internet based message systems on the School's system will be treated as education or business related messages. Accordingly, one should not expect that any information or document transmitted or stored on the School's computer network is private.
- Staff and other authorized users are permitted to use the Internet and email and other communication facilities to send and receive personal messages, provided

that such use is kept to a minimum and does not interfere with users' responsibilities and duties in the school, or with the School's functions.

- However, any use of the Internet or email or other communication facilities for personal purposes is still subject to the same terms and conditions as otherwise described in this Policy.

4.2. Acceptable Use

- Students will have access to their own email, password protected account only. User passwords will be revised regularly. Students e-mail access will be through a class mailbox (R-1) and individual mailboxes (2-7) under teacher supervision. Students **will not** have access to E-mail via an Internet browser ie Yahoo7/Hotmail or any other E-mail provider.
- Students' access to both the Internet and Email is constantly monitored and any breach of the above guidelines will result in loss of Internet and/or computer access for a determined period of time. Any infringement will involve consultation with the Principal, teachers, students and their parents/guardians. As part of the filtering system of SINA any breaches such as bad language and access attempts to inappropriate sites, listed on the filter, will result in notification being sent, by the filtering system, to the ICT Teacher/Administrator.
- A written agreement shall be provided to each student and their guardian, outlining mutual responsibilities in the provision of computer and Internet access through the school. This agreement will be for the current school year and will be updated yearly. Signed copies will be kept on file.
- Students will revisit this agreement at the beginning of each school year and ongoing throughout the year in relation to work being addressed.
- Individuals and/or the School may be liable for what is written or said in an email message.
- The Internet, email or messaging should never be used for the following purposes:
 - to abuse, vilify, defame, harass, degrade or discriminate (on the grounds of, for example, sex, race, or disability etc);
 - to send, assent to receive or store obscene, offensive or pornographic material;
 - to discuss or comment on the physical appearance of other persons (whether they receive the message or not);
 - to harass any person whether through language, frequency or size of messages;
 - to injure the reputation of the School and or the Church in a manner that may cause embarrassment to the employer or the Church;
 - to offend the ethos and values of Catholic teachings;
 - to spam, spoof or mass mail or to send chain mail;
 - to infringe the copyright or other intellectual property rights of another person;
 - to perform any other unlawful or inappropriate act.
- Any inappropriate material received by email should be deleted immediately and not stored or sent to anyone else. When such material is received it is prudent to draw it to the attention of a person in a position of responsibility and have its unsolicited nature and deletion noted. The recipient should retain this noting for future reference if necessary. It is particularly important to respond to inappropriate emails from a known sender with an indication to the sender that such emails should not be sent in the future into, or within, the School's domain.

- The school’s facilities and communication technology should not be used by staff or other authorised user for the conduct of a private business. Likewise, excessive use of email, messaging or Internet facilities for personal reasons or inappropriate use may lead to disciplinary action including counselling, formal warnings and termination of employment or engagement. Any investigation would be carried out in accordance with the CESA policy “Responding to concerns, complaints, grievances and allegations of misconduct”.
- Staff and other authorized users must not post messages from the school computer network to any internet bulletin board, discussion group or any other forum such as Facebook, Pinterest etc. unless the message is strictly work-related or has been authorized by the leadership team.
- When accessing the internet users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of the Principal or delegate in order for them to be blocked by the school’s filtering software and to ensure that it is noted that the material was not accessed purposely.

4.3. Monitoring

The contents and usage of email and Internet access may be subject to regular random monitoring by the School or by a third party on the School's behalf. This will include electronic communications, which are sent or received, both internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may authorize ICT personnel to examine the web access logs and or email accounts. No monitoring will occur without the Principal’s permission except for normal logging of system usage to manage the network. Any investigation would be carried out in accordance with the “Procedures for Dealing with Allegations of Misconduct”.

4.4. Privacy

- In the course of carrying out duties on behalf of the School, staff may have access to, or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. Email should not be used to disclose personal information of another person except in accordance with the School's Privacy Policy or with proper authorization.
- The Privacy Act requires individuals and the School to take reasonable steps to protect the personal information that is held from misuse and unauthorized access. When logged on, each person is responsible for the security of the computer and should not allow it to be used by an unauthorized party.
- In order to comply with the School's obligations under the Privacy Act, the blind copy option should be used when sending emails to multiple recipients where disclosure of those persons' email addresses will impinge upon their privacy.
- In addition to the above, users should be familiar with the National Privacy Principles ('NPPs') and ensure that the use of email does not breach the Privacy Act or the NPPs. More information on the Privacy Act and how to comply with it, can be gained from the School Principal.
- Because of the risk of false attribution of email, a reasonable degree of caution should be maintained regarding the identity of the sender of incoming email.

The identity of the sender should be verified by other means if there are reasons for concern.

- Intentionally seeking information, obtaining copies or modifying files, tapes or passwords belonging to other persons, or representing others without express authority is prohibited.
- Any deliberate attempt to subvert the security facilities may incur criminal or civil liability. Staff and other authorized are prohibited from infiltrating the system, damaging or altering software or data components of the system. Alteration to any system or network software or data component must only be undertaken if authorized by the Principal.

4.5. Distribution and Copyright

- When distributing information over the School's computer network or to third parties outside the School, users must ensure that they and the School have the right to do so, and that there is no violation of the intellectual property rights of any third party.
- Software must not be copied without the express permission of the copyright owner. Copyright and other laws, together with licenses, protect most software. Staff and other authorized users must respect and abide by the terms and conditions of software use and licenses.

5. **Key Roles and Responsibilities**

The Principal should:

- make adequate provision for teacher training and professional learning, covering the general use of ICT across all learning areas, effective pedagogies integrating ICT, training on specific applications, familiarisation with emerging technologies
- make available the best teaching and learning environment possible
- make appropriate appointments and take necessary measures to manage the school's technology resources
- budget resources for ongoing maintenance and technology refresh, and ensure the school's ICT infrastructure records are current

Teachers should:

- undertake appropriate training and professional learning activities in ICT from time to time and as made available
- plan for and integrate the use of ICT in their pedagogy and students' learning experiences
- be attentive to the content they are generating, sharing or drawing to the notice of others
- ensure adherence to professional boundaries in all use of ICT, including social networking sites and other means of electronic communication
- develop in their students the skills and a knowledge base that contribute to their safety and wellbeing

- supervise students using the network
- teaching and monitoring the procedure should a site be inappropriate

Students should:

- use appropriate ICTs to enhance their learning being respectful of the content they are generating, sharing or drawing to the attention of others
- participate in all dimensions of life and develop skills and a knowledge base to contribute to their own safety and wellbeing
- take great care with the computer equipment at all times
- ask for permission from the teacher to access the Internet
- follow teacher/adult instructions regarding the use of the Internet
- Behave in a respectful and responsible way whilst using the Internet
- work cooperatively and conscientiously on the computer and the Internet
- only access appropriate information that is relevant to their work. They will make no attempt to access inappropriate material. If they have any concerns they will notify their teacher or the ICT teacher.
- only use first names on World Wide Web (They will be taught the importance of not including surnames and addresses or giving out personal details). Students will respect the privacy of teachers and fellow students by not giving out their personal details or reading their E-mail.
- ensure that any E-mail they send does not contain inappropriate content
- not add/install any software, games or music to the network
- not access or change files or folders that are not their own
- remember that it is a privilege not a right to be using the computers and the Internet

Parents and Caregivers should:

- encourage learning through the appropriate use of ICTs
- be attentive to the content that they and their children and young people are generating, sharing or drawing to the attention of others
- encourage their children to participate in all dimensions of life and develop skills and a knowledge base to contribute to their own safety and wellbeing

6. Review

This policy will be reviewed every three years, or earlier if information becomes available that significantly affects the content of the policy.

7. References

Information and Communications Technology (ICT) Policy, SACCS, March 2010

8. Appendices

Appendix 1: ICT Acceptable Use Agreement – Students

Appendix 2: ICT Acceptable Use Agreement - Staff



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STUDENT CODE OF CONDUCT

Dear Parents/Guardians,

Please read this Student Code of Conduct and talk it through with your child. The completed form is **to be returned to your child's class teacher.**

The purpose of these guidelines is to ensure that you use the computers and the Internet, at St Joseph's, in an appropriate manner.

- **I will** take great care with the computer equipment at all times.
- **I will** ask for permission from the teacher to access the Internet.
- **I will** follow teacher/adult instructions regarding the use of the Internet.
- Whilst using the Internet **I will** be respectful and responsible.
- **I will** work cooperatively and conscientiously on the computer and the Internet.
- When using the computers and the Internet **I will** only access appropriate information that is relevant to my work. **I will** make no attempt to access inappropriate material. If I have any concerns **I will** notify my teacher or the ICT coordinator.
- **I will** only use first names on the World Wide Web. **I will** respect the privacy of teachers and other students by not giving out their personal details or reading their E-mail.
- **I will** ensure that any E-mail I send does not contain inappropriate content.
- **I will** ensure that I do not put any illegal, unlicensed or copyrighted material on the school network.
- **I will** not access or change files or folders that are not my own.
- **I will** only use my USB drive for school files and **I will** make sure it does not contain any copyrighted material.

I understand and agree to follow all the rules and conditions described in this Acceptable Use Policy. If I do not follow these rules I understand that I will lose the privilege of using the Internet and/or computer network for a period of time to be determined by the Principal and the ICT Teacher.

I also understand that a meeting with the teacher and myself will be arranged to discuss the implications of breaking this agreement and a letter sent to my parents.

I have read and discussed this with my parent(s)/guardian.

Parent/Guardian Signature: _____ Date: / /2017

Child's name: _____ Class & Year Level _____

Please have your child sign on the line below.

Signed _____ Teacher Initials _____

Could parents please discuss the above with your child & sign on behalf of Junior Primary Students.



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ST JOSEPH'S SCHOOL

ICT Acceptable Use Agreement – Staff

Information and Communication Technologies are provided at St Joseph's for educational, communication and research purposes. This User Agreement will help protect staff and the resources by clearly stating what is acceptable and what is not.

Information and Communication Technologies (ICT's) include the use of computers, the school network, the internet and email, digital/video cameras, printers and scanners.

Rules for responsible ICT use

Unlawful and inappropriate use:

The use of ICT resources must at all times comply with State and Commonwealth laws.

School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive that may risk or damage the religious susceptibility of the Catholic Church, for example pornographic, violent, or racist material.

If you inadvertently access offensive or inappropriate material on a website or in an email you should leave the site immediately or close the email, and notify the ICT Coordinator.

Use for personal financial gain, gambling or advertising is not permitted.

Chain letters, anonymous or threatening messages, and other unsolicited mail must not be sent.

Staff must take **reasonable precaution** to ensure that the laptops are kept secure and safe at all times.

Copyright and intellectual property:

You must not make an unauthorised reproduction of material protected by copyright, or use audio-visual material without permission from the copyright owner. This includes material on the Internet and CD-ROMS.

Computer software must be used in accordance with licence agreements. Permission **must** be obtained from ICT coordinator **before** downloading or installing any software on school computers.

Access and Security:

Access must only be made via your authorised account and password, which must not be given to any other person.

You must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.

You must not deliberately engage in any activity that may cause damage to the school's ICT resources, or to anyone else's computer equipment.

Viruses are often transmitted between computers through email attachments that are opened and files downloaded from the Internet. School computers have virus protection software, however caution should be taken when opening email attachments from unknown sources, especially those ending in .exe, or with an unusual file ending e.g .vbe, .vbs, .jse, .wsh.

You should log out properly at the end of each session.

Laptops whilst available for all staff **MUST** be returned and available as a priority for teaching and learning purposes between the hours of 9:00am and 3.15pm.

The privacy of other users must be respected at all times.

Email and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources.

Monitoring:

The school may exercise its rights to monitor the use of the school's ICT resources to:

- Ensure that the systems and networks are functioning properly
- Protect against unauthorized access
- Ensure compliance with the rules for responsible ICT use

Staff Agreement

I have read and understood the school rules for responsible ICT use. I agree to comply with the above stated rules.

Staff member's name and signature:

Principal's signature:

Dated: