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 Mary's because digital information and communication are important mediums for contemporary learning and teaching and administration. Within 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 Mary's 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 Mary's are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Mary's, 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 Mary's in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Mary's 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 communication 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 includes 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 Mary's Primary

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 Mary's Primary 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 Mary's 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 Mary's will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Mary's 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.

Expectations of users

All students and staff at St Mary's 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 Mary's 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 Mary's against any student or staff member is who 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 Mary's.

Duty of Care

St Mary's educates students to be safe, responsible and ethical users of digital technologies through a number of ways, including, but not limited to,

● Regular Foundation to Year Six specialist Digital Technology classes

● Delivery of cybersafety curriculum

● Engagement with external providers such as the eSafety Commissioner who provide webinars for students and their parents

● Chromebook Licence Program (Years 2-6)

● Student Acceptable Use Agreement which is signed annually by students and parents

St Mary's will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Mary's will prepare staff to deal with these issues.

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. principal, Regional General 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 activated, and where appropriate, passwords are used by staff and students of St Mary's. Firewalls will 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 Mary's 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 Mary's advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Mary's may create, of 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 (annual)

Foundation & Year 1 Digital Technologies Acceptable Use Agreement (Refer Appendix 1) Year 2 - 6 Digital Technologies Acceptable Use Agreement (Refer Appendix 2)

Students

St Mary's provides students and parents/guardians/carers with the following:

- a copy of St Mary's Acceptable Use Agreement
- a copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian/carer and school representative 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 Mary's provides staff with the following:

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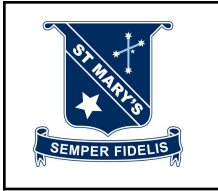- a copy of the Acceptable User Agreement.

Staff devices are owned by St Mary's School, however, safe and acceptable use and care of the devices is expected by the employee. St Mary's School provides adequate support of these devices including maintenance, repairs and replacement when appropriate.

Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- [school name] Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student and Learning Technologies
Approving authority	MACS Executive Director
Assigned board committee	Education Policy and Strategy
Risk rating	High
Approval date	14 September 2022
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Related documents	ICT Acceptable User Agreement – Staff ICT Acceptable User Agreement – Students
Superseded documents	ICT Acceptable Use Policy – v1.0 – 2021
New policy	

Foundation Digital Technologies Acceptable Use Agreement 2025

As part of the teaching and learning at St Mary's Primary School we will be using a range of digital technologies. These digital technologies enhance communication and collaboration, both inside and outside the classroom. These also allow students to work on files from any Internet accessible device and easily share work with their teachers and other students.

Foundation - 6 students will have access to and **may** use:

● Google Workspaces including, Gmail, Drive, Docs, Sheets, Slides

● Chromebooks

● iPads inclusive of a range of learning apps

● Google Classroom - learning management system

● Google Sites - an individual and collaborative website creation tool. Using these tools, students collaboratively create, edit and share files and websites for school related project

● Canva for Education - an image editing program

● Scratch/Code.org/Grok Academy - coding programs

● Seesaw – an online digital journal allowing work to be shared between classmates and parents

This Acceptable Use Agreement ensures that students are safe, responsible and respectful when using the above applications and digital technologies.

When using digital technologies, I need to remember to show respect for myself, respect for others and respect for the device and world.
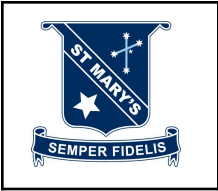
When I use the school technologies, internet and school network I will:

● follow my teacher's directions when using iPads or Chromebooks

● only visit websites or applications my teacher has asked me to go to

● keep my passwords private and only share with my teachers and parents

● tell the teacher straight away if I see something on a computer or iPad that is unpleasant or makes me feel uncomfortable

● keep my personal information private. This includes my full name, my school's name and my address

● only access my own files or those directed by my teacher

● seek permission from individuals involved before taking photos, recording sound or videoing them

● keep the device away from food and drink

● make sure my hands are clean before using an iPad or Chromebook

All classroom teachers, the Digital Technologies Leader and Principal have access to viewing student emails, browsing history and online use.

If I do not follow the Acceptable Use Agreement:

● The classroom teacher will notify the Digital Education Leader and Principal.

● There will be a withdrawal of technology use for a period of time.

● Parents will be notified.

What does the Acceptable Use of Technology at St Mary's mean to

_____

(This is to be completed in class and discussed with parents at home)

Draw how you will safely, respectfully and responsibly use technology at St Mary's:

<u>**Acceptable Use Agreement:**</u>

Student Signature I will use this knowledge at school and wherever I use digital technologies and the internet.

Student name: _____

Student Signature: _____ Date: _____

Parent 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 this agreement if my child does not comply with the Acceptable Use Agreement.

Parent Name: _____

Parent Signature: _____ Date: _____

Please note: All students will participate in lessons developing their knowledge and skills in how to use devices and the internet safely. For any questions or concerns please contact your classroom teacher or Aimee Pell, St Mary's Digital Education Leader at apell@smmalverneast.catholic.edu.au.

Years 1 - 6 Digital Technologies Acceptable Use Agreement 2025

As part of the teaching and learning at St Mary's Primary School we will be using a range of digital technologies. These digital technologies enhance communication and collaboration, both inside and outside the classroom. These also allow students to work on files from any Internet accessible device and easily share work with their teachers and other students.

Foundation - 6 students will have access to and **may** use:
● Google Workspaces including, Gmail, Drive, Docs, Sheets, Slides
● Chromebooks
● iPads inclusive of a range of learning apps
● Google Classroom - learning management system
● Google Sites - an individual and collaborative website creation tool. Using these tools, students collaboratively create, edit and share files and websites for school related project
● Canva for Education - an image editing program
● Scratch/Code.org/Grok Academy - coding programs
● Seesaw – an online digital journal allowing work to be shared between classmates and parents

This Acceptable Use Agreement ensures that students are safe, responsible and respectful when using the above applications and digital technologies.

When using digital technologies, I need to remember to show <u>respect</u> for myself, <u>respect</u> for others and <u>respect</u> for the world.

When I use the school technologies, internet and school network I will:
● only visit websites for educational purposes
● only use digital technologies with the permission of a teacher
● immediately notify a trusted adult (teacher or parent) if I view or receive anything that makes me feel uncomfortable, for example, an email message or website
● report any malfunctions or issues to the teacher
● ensure that I leave digital technologies in a safe and secure place when not in use
● ensure that there is no liquid or food near the school technologies
● not share my password with anyone apart from my teacher and parent
● use my school email account for only school purposes
● only download, install software or subscribe to websites that has been approved by my teacher
● keep my personal information private and not upload any details including my address, full name with pictures or the school that I go to
● ensure that I follow copyright rules when using information, images, music etc. on the internet
● seek permission from individuals before taking photos, recording sound or videoing
● ensure that passwords and settings are not changed on school technologies without teacher permission

All classroom teachers, the Digital Education Leader and Principal have access to viewing student emails, browsing history and online use.

If I do not follow the Acceptable Use Agreement:
● The classroom teacher will notify the Digital Education Leader and Principal.
● There will be a withdrawal of technology use for a period of time.
● Parents will be notified.

Student Acceptable Use Agreement

What does the Acceptable Use of Technology at St Mary's mean to Year One.
(This is to be completed in class and discussed with parents at home)

I will respect myself whilst using digital technologies by:

*keeping my password, school and address to myself
*following the Teacher's instructions to use sites that are suitable for me
*telling a trusted adult if I see something online that makes me feel uncomfortable.

I will respect others whilst using digital technologies by:

*knowing that other people's passwords are private and they belong to them
*asking if it's ok if I can take a photo, record their voice or video them before I do.

I will respect devices and the world whilst using digital technologies by:

*carrying my I-pad carefully, remember 'hug it like a teddy' and use two hands and arms
*putting away all devices properly when I'm finished
*keeping food and water away from devices.

Acceptable Use Agreement

Student Signature
I will use this knowledge at school and wherever I use digital technologies and the internet.

Student Name: _____

Student Signature: _____ Date: _____

Parent 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 this agreement if my child does not comply with the Acceptable Use Agreement.

Parent Name: _____

Parent Signature: _____ Date: _____

Please note: All students will participate in lessons developing their knowledge and skills in how to use devices and the internet safely. For any questions or concerns please contact your classroom teacher or Aimee Pell, St Mary's Digital Education Leader at apell@smmalverneast.catholic.edu.au.