



# *St. Mary's School Altona*

## **Digital Technology Policy And User Agreements**

### **Purpose:**

The purpose of this Policy is to ensure that all use of Digital Technology (DT) resources are legal, ethical and consistent with the aims, values and objectives of Catholic Education. Our school is a community of learners which values the safety and education of all children.

### **Rationale:**

Members of and visitors to St Mary's School Community, share the responsibility to operate within an online environment responsibly and safely.

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

### **We believe:**

- DT is an essential component of contemporary Learning and Teaching
- DT is vital to our mission as Catholic educators to help students become responsible digital citizens
- Successful learners are creative and productive users of technology in all learning areas.
- Students learn best when they are engaged in their learning, using resources that are appropriate
- The teaching of Cyber-safety and responsible online behaviour is essential to the lives of students and is best taught in partnership between home and school
- 21<sup>st</sup> Century students spend increasing amounts of time learning and collaborating online. To be safe and to gain the greatest benefit from the opportunities provided, students need to do the right thing by themselves and by others
- The Internet and DT tools are valuable resources, it is acknowledged they must be used responsibly

### **The Role of Students:**

It is expected that all DT users will comply with school standards, school rules and will honour their user agreements as outlined in their 'Code of Conduct for DT Use'.

Students are responsible for ensuring correct and safe use of all school computer equipment. Students who fail to honour the 'Code of Conduct for DT Use' may incur a withdrawal of their access to the Internet and/or school network. The Principal in consultation with the DT Leader and Class Teacher will determine the withdrawal of access to the internet/school network. Parents will be informed of any decision which affects access rights of their children.

### **The Role of Parents:**

The school recognises the need for students to engage with DT resources and that the safe and responsible use of these technologies – including online behaviour – is best taught in partnership with parents and/or guardians.

#### It is an expectation that:

- Parents read and discuss the 'Code of Conduct for DT Use' with their children.
- For parents of Children n Year 5/6, this also includes the Chromebook Acceptable Use Policy
- Parents and Guardians have a responsibility to set and convey standards that their children should follow when using media and internet resources.
- Parents be kept well-informed of their children's Internet use and always have open communication about appropriate interactions with people over the internet.
- Parents are aware of social media sites (Facebook, Instagram, etc) that only allow access for people over the age of 13. Primary school students, therefore, should be restricted from accessing these sites.
- Parents keep informed of current initiatives: <http://www.cybersmart.gov.au/Parents.aspx>

## **The Role of Staff:**

At St Mary's Primary school, we:

- Undertake a commitment to uphold the Acceptable Use Policy to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet and e-mail for staff and students.
- Ensure that information published on the Internet by students or the school, under the school's name, meets legal requirements and standards of general practice within the community in relation to copyright, privacy and safety.
- That this document is read and complied with in conjunction with all aspects of our Social Media Policy.
- Provide a filtered Internet service, named zscaler, provided by the Catholic Education Office
- Provide professional learning for staff to ensure safe and secure use of all DT tools.
- Expect that all students use DT tools in their everyday learning.
- Provide access to and model appropriate use of DT tools and safe Internet use.
- Remind students of their responsibilities when using DT tools.
- Reinforce that cybersafety and responsible behaviours are expected in students' use of DT tools.

## **Definitions:**

<b>DT:</b>	Digital Technologies
<b>DT tools:</b>	Digital technologies and devices owned by the school including but not limited to desktop computers, laptops computers, hand held devices, Interactive Whiteboards, digital cameras, digital video cameras, Flip cameras, Internet, email, Google Apps for Education, headsets, CD players, printers.
<b>Cyber-Safety:</b>	Safe and responsible use of Information and Communication Technologies
<b>Social Media:</b>	Websites and applications that enable users to create and share content or to participate in social networking.
<b>Digital Citizens:</b>	Can be defined as the norms of appropriate and responsible behaviour in regards to technology use.
<b>Copyright:</b>	The exclusive right to make copies of literary, musical or artistic work, whether printed, audio, video, etc.
<b>Privacy:</b>	Understanding that own and others personal information be kept confidential and in cases where this is not possible to ensure safe and regulated dissemination of information.



# *St. Mary's School Altona*

## User Agreement / Code of Conduct for DT Year 3-6

### **Student Agreement:**

#### **Devices:**

- ✓ I will take care of all digital devices and equipment.
- ✓ I will not change the setting on any device without permission.
- ✓ I will report any concerns or damage of devices to my classroom teacher or DT Leader.

#### **Cybersafety:**

- ✓ When communicating using digital devices I will use appropriate and respectful language.
- ✓ I will share appropriate content and report to an adult any inappropriate behaviour or content that makes me or others feel uncomfortable.
- ✓ I will only use the Internet for learning related activities that are approved by the teacher.
- ✓ On 'Extreme Weather Days' I will only access games on the Internet that have been approved by the school.
- ✓ I will not access You Tube unless specified by my teacher.
- ✓ I will protect my identity and the identity of others by not disclosing personal details such as full name, address, birthday, phone number, passwords etc.
- ✓ I will not disclose my username or password to other students or attempt to decipher others'.
- ✓ I will always respect people's privacy and their right to personal opinion.
- ✓ I will seek teacher permission before I upload any media to the Internet.
- ✓ I will ensure all digital content, software, apps and data, (movies, music, documents) are legally purchased and/or have appropriate licencing.
- ✓ I understand that the school does not recommend or support applications or social media that are designed for older students including but not exclusive to Facebook, Instagram, Snapchat, Kik etc. If my understanding is unclear I will seek further explanation from a trusted adult.
- ✓ I will be a confident and capable user of DT tools.
- ✓ I will use my G Suite for education account to assist and organise my learning at St Mary's.
- ✓ I will get help when I need it.

#### **Communication:**

- ✓ I will always have my teacher's permission before sending an email.
- ✓ I will compose email messages using only language I understand is acceptable in my school.
- ✓ I will not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
- ✓ I will never write or participate in online bullying, including forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.

#### **Copyright:**

- ✓ I will not use material from other websites unless, where necessary, permission has been gained. If I am unsure I will check with my teacher.
- ✓ I will think carefully and critically about the information I read and see online.

#### **Procedures:**

If I see something on the Internet that is mean, rude or upsetting, or something that I know is not acceptable at school I will:

**STOP** what I am doing

**BLOCK** it by minimising out of the Internet /closing the screen.

**TELL** a teacher straight away

NB: Please keep this page for your records and reference.



# *St. Mary's School Altona*

## **User Agreement / Code of Conduct for ICT**

### **Year 3-6**

#### **Student Agreement:**

I understand that if I do not keep to these rules I will lose my computer and Internet access rights for a period of time which will be determined by the school.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date:     /     / 2017

#### **Parent/Guardian Agreement**

I agree to my child, \_\_\_\_\_ using the DT tools and the Internet at school for educational purposes in accordance with the Student Agreement above and subject to terms and conditions outlined in the School's DT Policy.

I understand the school will provide adequate supervision and understand steps have been taken to minimise risk or exposure to unsuitable material.

Signature: \_\_\_\_\_  
Parent/Guardian

Date:     /     / 2017

Please Note: Your child will only be able to access the school's network and network services when this form has been returned to school.

Please return this page to school ASAP



# *St. Mary's School Altona*

## **User Agreement / Code of Conduct for DT**

**Prep – Year 2**

### **Student Agreement:**

#### **Devices:**

- ✓ I will take care of all digital devices and equipment e.g computer, Interactive whiteboard.
- ✓ I will not change the setting on any device without permission.
- ✓ I will report any concerns or damage of devices to my classroom teacher or DT Leader.

#### **Parent Understanding:**

- ✓ I agree to allow my child to access the school network system and have explained the importance of using the equipment with respect.
- ✓ I agree to allow my child access to the Internet within areas specified and that have been previously viewed by the classroom teacher.
- ✓ I understand that all incoming and outgoing email correspondence will be approved by a member of staff before being sent or received.
- ✓ I expect adequate supervision will always be available when my child is using the Internet.
- ✓ I have explained to my child that should they ever feel scared or uncomfortable with material on the Internet that they must inform a teacher straight away.
- ✓ I have explained to my child the importance of privacy in regards to personal information on the Internet and keeping it private.
- ✓ I have read the 'Acceptable Use of Information and Communications Technology Policy' and any questions I have in regards to this will be directed to my child's class teacher or the ICT Leader.

I give my permission for \_\_\_\_\_  
(name of child)

to use the computers and Internet at St Mary's, Altona subject to the terms and conditions outlined in the School's ICT Policy.

Signature: \_\_\_\_\_  
Parent/Guardian

Date:     /     / 2017

Please Note: Your child will only be able to access the school's network and network services when this form has been returned to school.