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 School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (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 School 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 School 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 School, along with parents in our community, educate students in the use of information and communication technologies 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.

At St Mary's School, we believe that contemporary technologies are an integral part of everyday life. To cater for the development of students' needs in this technological society we understand the need to provide various programs, facilities and experiences that expose our students to the contemporary tools of today and we recognise their importance for student learning.

The use of ICT/digital technologies is a mandated component of the Victorian Curriculum F–10 so will be addressed in our curriculum program/s.

St Mary's School will ensure that our use of ICT/digital technologies supports student learning, and is safe, balanced and appropriate. Therefore teachers will ensure that digital

technologies enhance rather than detract from a focused and productive teaching and learning environment.

We provide staff with access to the Catholic Education Victoria Network (CEVN) which includes the school's Local Area Network, the internet and email.

We provide students with access to the school's Local Area Network, restricted internet use and email. It is our responsibility as educators to teach students how to operate with this online environment responsibly, safely and ethically.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at St Mary's School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Mary's School 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 communicate 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 School.

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 School 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 School 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 School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Mary's School 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 School 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 School equipment or communication lines are used, including use from home or other non-school locations and when a private account is used.

Non-compliance with this policy

Disciplinary action may be undertaken by St Mary's School against any student or staff member who is 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 School.

Duty of Care

St Mary's School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Mary's School will prepare staff to deal with these issues. We believe that we have the responsibility to actively teach our students about responsible online behaviour.

To manage risk and support the safe and responsible use of digital technologies we will ensure the consideration is made when planning for digital learning.

Consistent with our duty of care to students, teachers will ensure they adequately supervise students when using digital technology in the learning area. At the beginning of each school year and prior to the students using individual learning devices, they will be made aware of the school's guidelines for the responsible use of learning devices through reviewing the Acceptable Use Agreement. These discussions will include the aspects related to the monitoring of the students' use, security when using devices, the internet and email, privacy and confidentiality, and appropriate use of equipment.

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

Websites

St Mary's School may create, or 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

St Mary's School has a declaration outlining the conduct expected of students when using digital technologies. This agreement aligns with the school's student behaviour management policy. The acknowledgement section of the agreement is for students and parents to declare their understanding of the agreement by providing their signatures. They will sign the agreement annually before the student can have access to the school's learning technologies, including email.

The agreement will be communicated to the community and reviewed regularly.

Students

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

- a copy of St Mary's School 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 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. Staff members have access to the following:

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

Related school policies

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff

- Data Breach Policy
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy.