



*Mary Help of Christians Primary School*  
**SAWTELL**

## **INFORMATION & COMMUNICATION TECHNOLOGIES POLICY & USER AGREEMENT**

<b>Status:</b>	Ratified
<b>Date Reviewed:</b>	1st February 2021
<b>Evaluation and Review:</b>	1 <sup>st</sup> February 2022
<b>Policy Contact Personnel:</b>	Assistant Principal
<b>Related Documentation:</b>	Mary Help of Christians Behaviour Management Policy Mary Help of Christians Pastoral Care Policy

## RATIONALE

“A culture of encounter demands that we be ready not only to give but to receive. Media can help us greatly in this, especially nowadays when the networks of human communication have made unprecedented advances. The internet, in particular, offers immense possibilities for encounter and solidarity. This is something truly good. A gift from God.... Let us boldly become citizens of the digital world.” – *Pope Francis, 2014.*

## PRINCIPLES

The use of digital devices and points of access to email and internet services in Mary Help of Christians Primary School (MHOC) is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and must be used in a responsible manner. This policy recognises that there are constant advances and changes in the use of technology (including for example, software, apps, information sharing, social media platforms, new devices etc, and this list is not exhaustive). Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles.

- Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices (Bring Your Own Technology Devices – BYOT) to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

This policy informs parents and students of our school’s expectations when students are using the devices and services provided by the school or BYOT, and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this policy will be subject to the school’s Behaviour Management Policy. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (for example, Family & Community Services etc) at the discretion of school personnel.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and the CSO. School devices or BYOT may be taken or accessed where there is a reasonable belief that:

- there has been or may be a breach of the school rules or policy; or
- there may be a threat of harm to a student or others or system security.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance.

The Diocese of Lismore use G Suite for Education (Google) accounts for all students and staff. By using these Google accounts students are able to access technology tools such as Gmail, Google Classroom, Google Docs, Google Drive, and Google Sites. In addition to these technology tools, students in the Diocese of Lismore will also be able to access additional apps and extensions including but not limited to Google Blogger, Google Maps, Tour Creator, Science Journal, Text Help and Pear Deck. These are useful apps that support learning in the classroom.

As with any technology, it is important to be aware of the information Google collects from staff and students who are using G Suite for Education accounts. Google provides a statement about the information they collect, as well as how they use and store the information from G Suite for Education accounts in their Privacy Notice. You can access the statement online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html).

## **DEFINITIONS**

*School devices* means school owned laptops chromebooks, iPads, desktop computers.

*BYOT* means digital devices owned by the student.

*CSO* means Catholic Schools Office, Diocese of Lismore.

*ICT* means information and computer technology.

*MHOC* means Mary Help of Christians Primary School, Parish of Sawtell.

*PD's* Personal Devices.

## **PROCEDURES**

### **Students using school owned technology**

Students who use a school owned device have the following responsibilities:

- to care for the school device to the best of their ability;
- to keep the school device secure and protect it from any malicious damage.

### **Cybersafety Requirements**

This policy addresses the particular use of these technologies that has come to be referred to as “cyberbullying” (see no. 3 below). The school will investigate and take action where this kind of bullying occurs in school and outside of school when it causes significant harm to the relationships between students and/or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. The following guidelines are in effect with respect to learner use of school and/or BYOT and access to the MHOC wireless network.
  - Personal Devices include, but are not limited to, eReader, iPad, iPod Touch, android tablets, laptops, netbooks and smartphones.
  - The primary purpose of the use of PDs at school is educational and students will refrain from using personal devices outside of their learning time.
  - Students must use devices as directed by their teacher.
  - The use of a PD is not to be a distraction in any way to teachers or students and must not disrupt class in any way (turn off alarms and notification alerts).
  - Students should respect themselves and others when publishing or communicating.
  - Students will create sensible, plain avatars, usernames and identities where necessary.
  - Students will create appropriate backgrounds/wallpaper where necessary.
  - Students will set social networking security settings to private.
  - Students will keep personal information private.
  - Students are not to use their school email account to sign up for personal social media sites such as Facebook, Twitter, Instagram, Pinterest, Youtube, Whatsapp and Snapchat (note: minimum age 13).
  - Students are to keep usernames and passwords secure and are not to share them with anyone.
  - Students will report any inappropriate behaviour or content directed at them or others.

- ❑ Students will report any damage to a school or PD immediately to a teacher.
  - ❑ No technical support is provided for personal devices at school.
  - ❑ Students are responsible for keeping the battery charged and ready for use each day. No provision will be made for charging PDs at school.
  - ❑ PDs are not to be used for inter-learner communication (email, texting, messaging or telephoning) at any time, unless authorised by a teacher.
  - ❑ Students may not use the camera features of PDs without the consent of a staff member and the person being photographed or videotaped. Students may not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
  - ❑ Use of devices for gambling is prohibited.
  - ❑ All PDs are brought to school at the user's own risk. MHOC School or staff members are not responsible for theft, loss or damage to devices either at school or in transit. We recommend that all devices are labelled with student names and that they are protected by some type of case.
2. When using the school services or school devices or BYOT, **students will not, and will not attempt to:**
- disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites;
  - connect outside the firewall by accessing 3G or 4G networks (school wi-fi only)
  - use a hotspot to connect any device to the internet (school wi-fi only)
  - disable system installed apps;
  - allow others to use their personal accounts;
  - deliberately use the digital identity of another person to send messages to others or for any other purposes;
  - enter chat rooms or social networking internet sites;
  - intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member;
  - damage or disable computers, computer systems or networks or distribute damaging files or viruses;
  - disclose personal information about another person (including name, address, photos, phone numbers);
  - distribute or use copyrighted information without property permission;
  - take photos or video of members of the school community without their consent as directed by the teacher.

3. When using ICT to communicate or publish digital content, students will **never** include:
- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
  - threatening, bullying or harassing material, or make unreasonable demands;
  - sexually explicit or sexually suggestive or inappropriate material or correspondence;
  - false or defamatory information about a person or organisation;
  - the school name or crest without the permission of the Principal.

# Using Technology at School



**Be respectful**



**Be safe**



**Be your best**

## **Be respectful**

- Be kind and respectful when interacting online
- When publishing or communicating, use appropriate language and images
- Cameras may only be used as directed by the teacher and with the consent of the person being photographed or filmed
- Use an appropriate background, wallpaper and avatar when setting up your school accounts

## **Be safe**

- Access the internet only via the school wifi while at school
- Keep personal information and passwords private
- Report any inappropriate use or unkind communication you might see to a teacher (if you are at school) or a parent (if you are at home)

## **Be your best**

- Treat all devices with care and report any damage to a teacher immediately
- Technology and school accounts are only to be used for learning and as instructed by your teachers
- If you bring your own device, ensure it is fully charged before you come to school

Talk to a teacher if you are unsure about any of these expectations.