St Anne’s Primary School
Cybersafety and Computer & Internet Use Policy

Rationale

St Anne’s School, East Kew is connected to a Local Area Network (LAN) wireless internet within the Catholic Education Victoria Network (CEVN). St Anne’s School has an obligation to maintain a safe physical and emotional environment for staff and students. This responsibility is increasingly being linked to the use of the Internet and Information, Communication and Learning Technologies (ICLT), and a number of related Cybersafety issues. The Internet and ICLT devices/equipment bring great benefits to the teaching and learning programs, and to the effective operation of the school.

St Anne’s School places a high priority on providing Internet facilities and ICLT devices/equipment which will benefit student learning outcomes and the effective operation of the school. However, it recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate anti-social, inappropriate, and even illegal behaviour and activities.

Our School aims, therefore, to maximise the benefits of these technologies, while at the same time to minimise the dangers and manage the risks.

Underlying Principles

This policy is written in light of St Anne’s Mission Statement, whereby the School provides a Catholic education for its Parish community. We acknowledge the diversity and giftedness of each other, empowering all to believe in themselves and their ability to contribute to this community.

As a Catholic school, we seek to live out our Motto, 'Together in Knowledge and Faith'. We aspire to develop each person intellectually, socially, emotionally, physically and spiritually, so that they live life as faith-filled members of society, upholding Gospel values of Jesus Christ.
Definitions

**Cybersafety**
Cybersafety refers to the safe use of the Internet and Information Communication Technology (ICT) equipment/devices, including mobile phones, computers, ipads, ipods, cameras, USB and flash memory devices, webcams, and any other technologies as they come into use.

**Cyberbullying**
“Cyberbullying is a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others.” (Belsey 2007)

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, phone messages, digital pictures or images, or Web site postings (including blogs).

**Sexting**
Sexting refers the sending of provocative or sexual photos, message or videos, generally using a mobile phone. It can also include posting this type of material online.
Policy

St Anne’s School will develop and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, whilst minimising and managing any risks.

These Cybersafety practices will aim to not only maintain a cyber safe school environment but also 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.

Associated issues our School will address include the need for relevant education about Cybersafety for the school community, the need for ongoing funding for Cybersafety practices through inclusion in the annual budget, implications for the design and delivery of the curriculum, the deployment of staff, professional development and training, disciplinary responses appropriate to breaches of Cybersafety.

St. Anne’s will provide access to the Internet for students under the supervision of a teacher. Students will access the school’s computer network and internet using their own personal username and password. Students will also have access to their desktop, email and 'myclasses' page from home using their personal login details from the school website http://www.sannkewe.catholic.edu.au/myinternet

This access will be permitted for educational purposes only. It is important to note that our students will not have full access to the Internet as such, but to an education cache that will permit access to sites that are considered to be of an educational nature. The educational advantages offered by the Internet are:

• availability of information on a range of topics
• access to information from other libraries and institutions
• the opportunity to develop research and independent learning skills
• access to individuals and groups throughout the world

The forwarding of private emails, messages, pictures or videos or otherwise inappropriately communicating personal or private information belonging to another person or logging on and pretending to be someone else as well as sending sexually explicit images (‘sexting’) and intentionally excluding others from an online group all constitute cyberbullying and if this occurs either during school time or after school hours, will constitute a breach of school policy and as such a student will be subject to disciplinary action. Students must be aware that in certain circumstances where a crime has been committed, they may also be subjected to a criminal investigation by Police over which our school will have no control.

Students who feel that they have been the victims of such misuses of technology should save and store the offending material on their computer, mobile phone or other device. They should then print a copy of the material and immediately report the incident to a teacher. Staff who may have been cyber bullied or threatened online should immediately report such incidences to a member of our School Leadership Team.
All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police where the school is legally obliged to do so. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or negotiated transfer from our School.

**Requirements regarding appropriate use of ICT in the school learning environment**

In order to meet the school's legislative obligation to maintain a safe physical and emotional learning environment, and be consistent with the values of the school:

1. The use of St Anne’s computer network, Internet access facilities, computers and other ICT equipment/devices is limited to educational and creative purposes appropriate to the school environment.

2. St Anne's has the right to monitor, access, and review all the use detailed in point 1. This includes personal emails sent and received on the school’s computers and/or network facilities, either during or outside school hours if a need arises.

3. The use of privately-owned ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. Students are to take full responsibility for the loss or damage of any personal equipment/devices brought from home. Equipment/devices could include a mobile phone, camera, recording device, or portable storage (like a USB or flash memory device). Anyone unsure about whether or not it is appropriate to have a particular device at school or at a school-related activity, or unsure about whether the planned use of a particular device is appropriate, should check with the teacher and/or Principal.

   *Note that examples of a ‘school-related activity’ include, but are not limited to, an excursion, camp, sporting or school community event, wherever its location.*

4. The school takes all reasonable precautions to screen material being accessed through information systems such as the Internet. However, it may not always be possible for the school to filter or screen all material. This may include material which is inappropriate in the school environment.

   *It is the expectation that each individual will make responsible use of such systems.*

5. Students and staff are not permitted to disclose their own or another person’s password.

6. Students are not permitted to load applications, programs or files to the school hardware.

7. When accessing the internet, students must be responsible for their own actions and complete a Student User Agreement form, countersigned by their parent/caregiver (attached).
AUDITS

1. The school will occasionally conduct an internal audit of its computer network, Internet access facilities, computers and other school ICT equipment/devices, or may commission an independent audit.

2. Where deemed necessary, stored content will be deleted. Staff and students will be notified prior to this taking place.

BREACHES OF THIS AGREEMENT

1. Breaches of the use agreement can undermine the values of the school and the safety of the learning environment, especially when ICT is used to facilitate misconduct.

2. Such a breach which is deemed harmful to the safety of the school (for example, involvement with inappropriate material, or anti-social activities like harassment), may constitute a significant breach of discipline and possibly result in serious consequences. The school will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors on a case by case situation. Depending on the seriousness of a particular breach, possible school responses could include one or more of the following: a discussion with the student, informing parents, loss of ICT privileges, the family possibly having responsibility for the cost of ICT repairs or replacement, the school taking disciplinary actions which are outlined within the school’s behaviour management policy.

3. If there is a suspected breach of use agreement involving privately-owned ICT e.g. (USB flash drive) on the school site or at a school related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.

4. Involvement with material which is deemed inappropriate in a school setting, is a very serious matter, as is involvement in an activity which might constitute criminal misconduct, such as cyber bullying. In such situations parents will be contacted and it may be necessary to involve law enforcement in addition to any disciplinary response made by the school.
Cybersafety for St Anne’s Staff

TO ST ANNE’S STAFF:

- Please read this page carefully as it includes information about your responsibilities under this agreement
- Complete and sign the appropriate section
- Detach and return Use Agreement Form to the school office
- Refer to Cybersafety Policy on the St Anne’s school website for your future reference

MY RESPONSIBILITIES INCLUDE:

- Do our best to enhance learning through the safe use of ICT. All staff reserve the right to review any material accessed or saved on their user account, this includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school or at school-related activities
- Work with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to help keep themselves safe in cyberspace
- I will follow the cybersafety rules and instructions whenever I use the school’s ICT
- Teacher Communication with students via Social Networking sites is not permitted.
- School email can be used to communicate with parents for educational purposes only.
- Unauthorized school communication / personal opinions on school issues should not be shared via online facilities such as emails, chat rooms, blogs, facebook etc.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community
- I will take proper care of school ICT devices and ensure that they are used and cared for in an appropriate way
- Email Inboxes are subject to a quota in which the school incurs a cost. Teachers and students need to delete unwanted Emails in the Inbox, Sent folder and any other folder in this section.
- Please reduce printing and paper costs when and where possible – not everything needs to be printed off.
- Welcome enquiries from parents or students about cybersafety issues
- I have read and understand my responsibilities, and agree to follow the Cybersafety Use Agreement. I know that if I breach this use agreement, there may be serious consequences.

Name of staff member: _________________________________________
Position: _________________________
Signature: ____________________________ Date: ________________
Cybersafety for Students

TO STUDENT:

- Please read this page carefully as it includes information about your responsibilities under this agreement
- Complete and sign the appropriate section
- Detach and return Use Agreement Form to the school office
- Refer to Cybersafety Policy on the St Anne's school website for your future reference

MY RESPONSIBILITIES INCLUDE:

- I will read the Cybersafety Use Agreement document online with my parent or caregiver
- I will follow the cybersafety rules and instructions whenever I use school ICT
- I will also follow the cybersafety rules and instructions whenever I am involved with privately-owned ICT on the school site or at any school-related activity
- I will take full responsibility for the loss or damage of any personal ICT devices/equipment brought to school from home
- I will have no involvement in use of ICT which could put me at risk, or other members of the school community
- I will take proper care when using computers and other school ICT equipment/devices. If I have been involved in the damage, loss or theft of ICT equipment/devices, my parents may have responsibility for the cost of repairs or replacement
- I will ask my teacher or my parents if I am not sure about something to do with this agreement

I have read and understand my responsibilities, and agree to follow the Cybersafety Use Agreement. I know that if I breach this use agreement, there may be serious consequences.

Name of student: ________________________________
Class: __________

Signature: ___________________________       Date: __________

Parent/Caregiver Signature: ___________________________
Cybersafety for Parents/Caregiver

TO PARENT/CAREGIVER:

• Please read this page carefully as it includes information about your responsibilities under this agreement

• Complete and sign the appropriate section

• Detach and return Use Agreement Form to the school office

• Refer to Cybersafety Policy on the St Anne's school website for your future reference

MY RESPONSIBILITIES INCLUDE:

• I will read the Cybersafety Use Agreement document online and discuss the rules with my child

• I will ensure this use agreement is signed by my child and by me, and returned to the school

• I will support the school’s cybersafety program by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT

• I accept that the school is not responsible for the loss/damage of any personal ICT devices/equipment that my child brings to school from home

• I will contact the School to discuss any aspect of this Use Agreement which I might want to learn more about

• I will take every precaution to ensure that any file transferred to the school is virus free

• I will ensure that I work with the schools cybersafety principles and take responsibility for the sites that my child visits / becomes a member of (eg. facebook, twitter, club penguin)

I have read the Cybersafety Use Agreement and am aware of the school’s initiatives to maintain a cyber safe learning environment, including the responsibilities involved.

Name: _______________________________________________________________

Parent/ Caregiver (please circle which term is applicable)

Signature: _______________________________ Date: _______________