St Anne’s PS East Kew
ICT Acceptable Use Agreement 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). Students also have access to Google Apps for Education (GAFE). GAFE is a cloud based learning platform that allows teachers and students to use a number of educational applications including creating a range of documents online, access email and share calendars. It can be accessed at home and school on any device with an internet connection.

St Anne’s School places a high priority on providing internet access and Information and Communications Technology (ICT) 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. St Anne’s School has an obligation to maintain a safe physical and emotional environment for staff and students.

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 Vision - St Anne’s is a Catholic school community, empowering one another to learn Together in Knowledge and Faith.

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.
Policy

The school addresses the need for relevant and ongoing education about Cybersafety. This covers areas such as cyberbullying, digital etiquette, digital security, care for devices and safe searching.

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 are to keep their password private. Students will also be able to access their level intranet page and Google Apps (including email and Google Drive) from home.

Internet 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. Internet access is limited via Zscaler, a web filtering service provided to Victorian Catholic schools. Further to this, if students log in to chrome with their St Anne’s account, Google safe search will be permanently set. Please note that Zscaler is only active when students use devices at school.

Parents/carers are responsible for monitoring their child’s device use in the home.

The educational advantages offered by the Internet are:

● availability of information on a range of topics
● access to educational activities
● the opportunity to develop research and independent learning skills
● access to individuals and groups throughout the world

Cyberbullying

The forwarding of private emails, messages, pictures or videos or otherwise inappropriately communicating personal or private information belonging to another person constitutes cyberbullying. Logging on and pretending to be someone else as well as sending inappropriate images and intentionally excluding others from an online group also constitute cyberbullying. If this occurs either during school time or after school hours, it will constitute a breach of school policy and as such a student will be subject to disciplinary action.

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. In the classroom, they should minimise the screen and immediately report the incident to a teacher. The teacher may then print a copy of the material.

All reports of cyberbullying 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. Computer privileges may be withdrawn.
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, Google Apps for Education, internet access facilities, digital devices and other ICT equipment 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 emails sent and received on school accounts, all content within google accounts, and on network facilities, either during or outside school hours if a need arises. This includes any use of the chromebook in the student's home.

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, laptop, camera, recording device, or portable storage (like a USB, external hard drive 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.

Students may bring a mobile phone to school. It is to be used for emergencies only and is to be kept in the student’s bag.

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. Students are only to use email and chat facilities as directed by his/her teacher.

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

9. Students must be academically honest and not use someone else’s words or ideas without giving credit. Copyright procedures when using content from websites must be adhered to. Students must express information using their own words, and when necessary, seek permission to use images and cite sources of information.

10. Although many forms of social media have a minimum age of 13 (e.g Facebook, Twitter) and are out of bounds for our students to use, they may have limited access to Social Media via Google's Blogger and Sites apps. Comments can be moderated in Blogger and limited viewer access granted in Sites. Further to this, students may share other Google Apps (e.g. Docs and Slides) and comment on each other’s work. Any comments made are to be constructive and in keeping with St Anne’s Vision statement - St Anne’s is a Catholic school community, empowering one another to learn Together in Knowledge and Faith. Online comments should at all times show respect for the dignity of each person.
**Care for Chromebooks (Year 3 to 6) and Home Use**

1. Students must take their chromebook home each evening and return it the next school day fully charged.

2. When being transported to and from home, the chromebook must be stored in the chromebook bag. If carried in the school bag, the school bag must be fully closed.

3. Ensure the device is turned off or in sleep mode when travelling to and from school.

4. Ensure that the device is on a secure, stable surface when in use.

5. Ensure the device lid is closed and the device is carried with two hands when moving the chromebook around a room.

6. If a chromebook is stolen or damaged, student/parents must report it immediately. Parents or students are not authorised to repair the chromebook. While the chromebooks are under warranty, accidental breakage may require the device to be replaced at the cost of the parent/guardian. If stolen, the police must report this to the police.

7. It is the parent’s/guardian’s responsibility to supervise the information that a student is accessing from the internet while at home. It is recommended that devices are used in a visible place in the house - not in the bedroom.

8. The school will place a named label on the chromebook. Placing other stickers on, writing on or engraving school devices is prohibited.

9. Devices should be protected from extremes in temperature, food and liquids.

10. Students should never share personal information (eg surname, address, school, age) about themselves or others while using the internet.

11. Inappropriate use at home may be detected via an audit and may be subject to disciplinary action.

**Audits**

1. The school will occasionally conduct an internal audit of its computer network, Internet access facilities, Google Apps for Education network (including home use), computers and other school ICT equipment/devices.

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 acceptable use agreement can undermine the values of the school, the well-being of students and the integrity of the learning environment.

2. A breach, for example:
   - anti-social activities like bullying comments on a shared Google Doc
   - forwarding private emails of others or using a photo of a fellow student without their permission
   - searching with rude terms or accessing an inappropriate website
   - communicating/sharing documents with unknown persons outside of our network,
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 schools behaviour management policy.

3. If there is a suspected breach of the 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.

Definitions:

**Acceptable/Responsible Use Policy** is a document detailing the acceptable way in which technologies should be used responsibly by all members of the school community.

**Copyright** is the legal means by which creators control the use of their work. In Australia copyright is automatic and does not require registration. The purpose of a copyright policy is to ensure that school staff and students uphold the rights of creators.

**Social Media** are forms of electronic communication e.g. websites for social networking and blogging, through which users create online communities to share information, ideas, personal messages, and other content e.g. videos.

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

**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 website postings (including blogs).
Acceptable Use 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 Acceptable Use Policy on the St Anne’s school website for your future reference.

My Responsibilities Include:

● Do my 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.

● I will 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 acceptable rules and instructions whenever I use the school’s ICT.

● Teacher Communication with students and parents 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.

● 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 Acceptable Use Agreement. I know that if I breach this use agreement, there may be serious consequences.

Name of staff member: _____________________________________________

Position: __________________________

Signature: _______________________________ Date: _______________
Acceptable Use 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 Acceptable Use Policy on the St Anne’s school website for your future reference.

My Responsibilities Include:

- I will read the Acceptable Use Agreement document 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 if I lose or damage any personal devices.
- 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 Acceptable 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: ______________________________
Acceptable Use 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 Acceptable Use Policy on the St Anne’s school website for your reference.

My Responsibilities Include:

- I will read the Cybersafety Use Agreement document and discuss the rules with my child. I understand that it is my responsibility to monitor my child’s online activities in the home.
- 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. Scratch, Club Penguin).

I have read the Acceptable 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: _________________