



# Acceptable Use of ICT Policy

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## **Introduction:**

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We believe in providing opportunities for our students to connect online with peers and teachers in a way that fosters collaboration, creativity and digital development. We choose to have our students connected to the online G Suite for Education, and through this we hope to provide anytime, anywhere access to learning for every student, every day.

Students in our junior school have access to both Chromebooks and iPads and, as students move into Years 2-6, they are introduced to a one-to-one Chromebook Program. Students are also exposed to a range of Digital Technologies resources that complement our computers and iPads.

When implementing this technology, we understand the importance on focusing on the learning intentions and purpose of the lessons, rather than on the technology itself. Therefore, the applications, programs and resources selected have been specifically chosen to ensure students and teachers are gaining a good understanding of the use of technology as a tool that facilitates and enhances learning.

This policy outlines how we engage with the technology at St Joseph's to ensure safety and responsible use for all involved within the St Joseph's Community.

## **Rationale:**

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- The person/s using the technology takes full responsibility for it. All technology resources are loaned out and assigned to each student at the start of the year. It is expected that all resources are returned in good, working condition.
- All damages, not covered by warranty, and caused by irresponsible behaviour or intentionally, will not be covered by the school. In these circumstances, all damages will be paid for by the individual who caused the damage.
- All Digital Technologies resources provided by St Joseph's are to be used for educational purposes only.
- Bullying in any form is unacceptable. Bullying that is carried out through an internet service, such as email, G Suite, chat room, discussion group or instant messaging, or through mobile phone technologies such as short messaging service (SMS), is cyber-bullying. Cyber-bullying will not be tolerated at any level, and consequences exist for students who choose to bully others.
- When speaking, posting content or meeting people online, internet users need to be aware that there are some risks, including inappropriate contact with other people. An understanding of these risks should reduce the dangers to our students.
- Students and parents are responsible for ensuring that cyber safety is essential, not just at school, but in the home and out of school.

## **Aims:**

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- Everyone within the school community, including students, are to be alert to signs and evidence of unacceptable use of technology. We all have a responsibility to report it to staff, whether as observer or victim.
- To educate students on their role and responsibilities as a digital citizen, including awareness of dangers and managing their online identities
- To reinforce within the school community what bullying is (including cyber-bullying), and the fact that it is unacceptable.
- To teach the community about safe and responsible behaviours whilst using technology online and offline.



- To ensure that all reported incidents of cyberbullying at the school are investigated appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer-group support and cooperation at all times.

### **Implementation:**

- All parents, teachers, students are aware of the consequences around physical damage and irresponsible online behaviour.
- All students and parents are required to sign an ICT Agreement. Part of this process is having a sound understanding of the agreement they are signing. Teachers and parents play an integral role in instilling and reinforcing the points that are in this ICT agreement and a signed copy will be visible in each classroom.
- Parents, teachers, students and the community will be aware of the school's position on cyber-bullying.
- Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
- Parents will be encouraged to work closely with their child in their use of information and communication technology out of school hours, reinforcing cyber-safety and what responsible use of ICT involves.
- Parents are to accept full responsibility for monitoring their child's use of the Internet and Social Media outside of school hours.

### **THE SCHOOL WILL ADOPT A FOUR-PHASE APPROACH TO INAPPROPRIATE USE OF ICT**

#### **Primary Prevention:**

- A consistent approach, across the school, in regards to acceptable use of Digital Technology resources. Students understand that their purpose is solely for education.
- Professional development around the appropriate use of ICT and a clear understanding of the purpose of each item introduced.
- Professional development for staff relating to all forms of bullying including cyber-bullying, harassment and proven countermeasures.
- Each classroom teacher to clarify with students at the start of each year the school policies in relation to Acceptable Use of ICT.
- Before students have access to any Digital Resources, they are required to engage in lessons around the seriousness of cyberbullying and online safety. Parents and students must also agree to all of the items on the Acceptable Use of ICT Agreement.
- Provide parents with information and support in order to maintain vigilance and cyber-safety in the home.
- All students in Prep to 6 are provided with individual Google passwords. Processes have been put in place to ensure efficient tracking of student activity on the school's computer equipment and network through the Hapara Dashboard.
- In addition, the school's 'Education Channel System,' stops students from accessing inappropriate sites. 'SINA' tracks rejected attempts to access inappropriate sites. Firewalls are installed to eliminate outside traffic into the school's network and intranet.

#### **Early Intervention:**

- Children are to report to their teacher any school incidents that go against the Acceptable Use Agreement signed at the start of the year. If deemed to be of concern, teachers will then report this to the Principal, Leadership Team and eLearning Coordinator.
- Classroom teachers and principal on a regular basis remind students and staff to report incidents.
- Regular monitoring of traffic on school's computer networks to identify potential problems.



- Parents are encouraged to contact school if they become aware of a problem that occurs at school.
- Recognition and reward for positive behaviour and resolution of problems.

**Intervention:**

- Once identified, perpetrators, victims and witnesses will be spoken with, and all incidents or allegations will be fully investigated and documented.
- Parents to be contacted.
- Students and staff identified by others will be informed of allegations.
- Removal of students and staff who go against the Acceptable Use of ICT Agreement from access to the school's network, G Suite and computers for a period of time.
- If student actions persist, parents will be contacted and consequences implemented consistent with the school's Acceptable Behaviour Policy. .

**Post Violation:**

- Consequences for students violating the Cyber-safety policy at school will be individually based and may involve:
  - withdrawal of privileges.
  - exclusion from yard.
  - ongoing monitoring.
  - further investigation and involvement.



# ICT Acceptable Use Agreement

I will not reveal any personal information, including my name, address, school or phone number whilst using the Internet.

I will not download any content from the Internet or install any applications without permission from my teacher.

I will only use my GAFE account for educational reasons. I understand that all teachers can monitor my use of the Internet through Hapara.

I will follow all instructions when using the school Chromebooks, iPads and laptops and will stop using them when asked.

I will only use the school Chromebooks, iPads or laptops with permission from my teacher.

I will use the school Chromebooks, iPads and laptops with care at all times and will do my best to return all items in the condition I received them. Some repair costs may be required should I cause intentional damage.

I will not access any other student's folders or drives.

I will not access any site on the Internet without permission from my teacher.

I will report any inappropriate material on a site or in an email to my teacher.

I will not take photos or videos of others without their permission.

I will not use the Chromebooks, iPads or laptops whilst eating or drinking. I understand that this is to keep them clean and functional.

Anything I type or upload is something I am comfortable with my teachers and/or family seeing.

I will not use my Chromebook, iPad or laptop for any other purpose other than my learning.

I will only use the Chromebooks, iPads or laptops during designated class time. They will not be used during breaks or wet weather days unless I am given permission by my teacher to complete school work.

I understand that there are logical consequences should I not do the right thing, this may include contacting parents and losing my privilege to use ICT.

**Signed By...**



## Social Media Agreement

*Student use of digital resources at school is guided by the St. Joseph's Acceptable Use Policy.*

At St. Joseph's, we strongly recommend that children do not use social media/networking platforms until they have reached the required minimum age.

We respect your decisions and choices when it comes to your child's Internet usage, however, this agreement is to acknowledge that you accept full responsibility for monitoring your child's use of the Internet and Social Media outside of school hours.

For your reference you will find the minimum age requirements for a range of popular social websites below:



Kik 13+



Instagram 13+



Snapchat 13+



Twitter 13+



TikTok 13+



Facebook 13+

Yours Sincerely,

Claire Tobin  
St Joseph's Primary School Principal.