All Saints Catholic Primary School

Information and Communication Technology Policy

Including R-2 and Yr 3-6 Student Agreements & Mobile Phone Policy (including Smart Devices)

Developed by: Staff and School Board

Notes:
2 All references to 'Staff members' include Leadership, Administration Staff, Educational Support Officers, Teachers and Temporary Relieving Teachers.
3 All references to 'Parents and Carers' include Grandparents, Relatives, Friends and Volunteers.

Underlying Assumptions, Philosophy and Rationale:

We at All Saints Catholic Primary School believe that:

- the term 'Information and Communication Technology' (ICT) includes any equipment which allows users to communicate and manipulate information electronically.

- Information and Communication Technologies (ICTs) are integral to the Australian Curriculum and the effective use of these technologies is a vital life skill.

- children need to be equipped and enabled to use ICTs in an effective, creative, responsible and discriminating way.

- ICTs enable children to access a rich and varied range of information and experiences from all over the globe.

- ICT skills promote initiative, creativity and independent learning.

- whilst the school is able to ensure a level of safety through Catholic Education South Australia, using filters, site blocks and monitoring systems, there may be a possibility that children may access inappropriate material via the Internet, or use email to communicate in an inappropriate manner. We, at All Saints believe that the most effective policy for safe network use is a combination of these filters and blocks, and comprehensive education about how to use networks and online facilities in a responsible and safe manner.

Contents

Policy Statement

Information and Communication Technologies (ICTs) are integral to teaching and learning at All Saints Catholic Primary School. ICTs provide a range of very important teaching and learning tools, the effective use of which enables children to access rich and varied information. The effective use of ICT skills also promote initiative, creativity and independent learning. Children need to be equipped and enabled to use ICTs in an effective, creative, responsible and discriminating way.

All workplace participants of All Saints Catholic Primary School are to use the school's information and communications technology only in a way that enhances student and staff learning and contributes to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the school.

The school's information and communications technology includes the utilisation of any employer equipment, property or resource at any time, whether during working hours or not, and includes the use of remote access facilities.

This Policy applies to all workplace participants of the school.

The Policy in Practice

To give effect to this Policy the following understandings and procedures apply:

1.   A Workplace Facility

1.1   The school's computer network is an educational and business facility provided by the school to be used primarily for educational or business purposes. Workplace participants, therefore, have a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.

1.2   All email and Internet based message systems on the School's system will be treated as education or business related messages. Accordingly, one should not expect that any information or document transmitted or stored on the School's computer network is private.

1.3   Workplace participants are permitted to use the Internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with participants' responsibilities and duties in the school, or with the School's functions.

1.4   However, any use of the Internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this Policy.

2.   Appropriate Use

2.1   Individuals and/or the School may be liable for what is written or said in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.

2.2   The Internet or email should never be used for the following purposes:

(a)   to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other);

(b)   to send, receive or store obscene, offensive or pornographic material;

(c)   to discuss or comment on the physical appearance of other persons (whether they receive the message or not);

(d)   to harass any person whether through language, frequency or size of messages;

(e)   to injure the reputation of the School and or the Church in a manner that may cause embarrassment to the employer or the Church;

(f)   to offend the ethos and values of Catholic teachings;

(g)   to spam, spoof or mass mail or to send or receive chain mail;

(h)   to infringe the copyright or other intellectual property rights of another person;

(i)   to perform any other unlawful or inappropriate act.

2.3   Workplace participants must not post messages to any Internet bulletin board, discussion group or any other accessible discussion forum unless the message is strictly work-related or has been authorised by the Principal;

2.4   Excessive use of email or Internet facilities for personal reasons or inappropriate use may lead to disciplinary action including counseling, formal warnings and termination of employment or engagement. Any investigation would be carried out in accordance with the "Procedures for Dealing with Allegations of Misconduct".

2.5	Any inappropriate material received by email should be deleted immediately and not forwarded to anyone else. It is particularly important to respond to inappropriate emails with an indication to the sender that such emails should not be sent in the future into, or within, the School's domain.
2.6	From time to time when accessing the World Wide Web users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of the Principal or delegate in order for them to be blocked by the school's filtering software and to ensure that it is noted that the material was not accessed purposely.

3. Monitoring

In order to ensure the safety of children:

3.1	Children will be adequately supervised when on the Internet.
3.2	Teacher permission is required prior to a student publishing web pages and sending email.
3.3	Personal information such as surname, address, email address and phone number or that of parents/carers will not be distributed or used to login to a site.
3.4	Student photographs will not be published without the consent of parent/carers and the school.
3.5	Children need to report to their teacher immediately if any E-mail or website makes them feel uncomfortable or threatened. If children find themselves in unsuitable locations they need to immediately click on home or back button and inform the teacher.
3.6	The contents and usage of email and Internet access may be subject to regular random monitoring by the School or by a third party on the School's behalf. This will include electronic communications which are sent or received, both internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may authorise ICT personnel to examine the web access logs and or email accounts. No monitoring will occur without the Principal's permission except for normal logging of system usage to manage the network. Any investigation would be carried out in accordance with the "Procedures for Dealing with Allegations of Misconduct".

4. Privacy

4.1	In the course of carrying out duties on behalf of the School, staff may have access to, or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. Email should not be used to disclose personal information of another person except in accordance with the School's Privacy Policy or with proper authorisation.
4.2	The Privacy Act requires individuals and the School to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. When logged on, each person is responsible for the security of the computer and should not allow it to be used by an unauthorised party.
4.3	In order to comply with the School's obligations under the Privacy Act, the blind copy option should be used when sending emails to multiple recipients where disclosure of those persons' email addresses will impinge upon their privacy.
4.4	In addition to the above, users should be familiar with the National Privacy Principles ('NPPs') and ensure that the use of email does not breach the Privacy Act or the NPPs. More information on the Privacy Act and how to comply with it, can be gained from the School Principal or the Privacy Officer.
4.5	Because of the risk of false attribution of email, a reasonable degree of caution should be maintained regarding the identity of the sender of incoming email. The identity of the sender should be verified by other means if there are reasons for concern.
4.6	Intentionally seeking information, obtaining copies or modifying files, tapes or passwords belonging to other persons, or representing others without express authority is prohibited.
4.7	Any deliberate attempt to subvert the security facilities may incur criminal or civil liability. Workplace participants are prohibited from infiltrating the system, damaging or altering software or data components of the system. Alteration to any system or network software or data component must only be undertaken if authorised by the Principal.

5. Distribution and Copyright

5.1	When distributing information over the School's computer network or to third parties outside the School, users must ensure that they and the School have the right to do so, and that there is no violation of the intellectual property rights of any third party.
5.2	Software must not be copied without the express permission of the copyright owner. Copyright and other laws, together with licenses, protect most software. Workplace participants must respect and abide by the terms and conditions of software use and licenses.

Guidelines

In support of this policy –

The Principal will:

- make a copy of this policy, which includes the Student Agreements available to the school community via the school's website.
- review the policy every three years.
- comply with the legal requirements of Copyright with reference to internet resources and software licensing.
- provide support and training for staff in the use of ICTs.

The Network Administrator will:

- provide support for network users where required for hardware and software across the network.
- ensure optimum access for children and staff.
- ensure licensing and leasing is current and valid.
- manage and monitor user accounts, internet usage and printing quotas.
- review filtering tools, blocking access to inappropriate sites where required.
- monitor and maintain the network anti-virus software.
- routinely scan for inappropriate files stored on the network e.g. unauthorised or unlicensed games or music.
- inform Leadership of any breaches of this policy.
- participate in regular training and development to update their ICT skills.

The staff will:

- abide by this policy when using the school's computer network and online facilities e.g. Internet, email, software and online resources.
- inform children of their responsibilities under this policy.
- integrate ICTs throughout the curriculum.
- provide guidance and instruction to the children to enable appropriate use of the computer network and online facilities.
- provide children with opportunities to use and increase their ICT skills through using the school computer network and online facilities e.g. Internet, email, software and online resources.
- supervise children's use of computers and access to the Internet.
- report inappropriate use of the ICT network to Leadership and Network Administrator.
- participate in regular training and development to update their ICT skills.
- report any breakages of ICT equipment to Leadership and Network Administrator.

Children will:

- be informed of and supported to understand this policy including the Student Agreements.
- read and sign the User Agreement R-2 or Years 3 – 6 as appropriate.
- use ICTs at All Saints Catholic Primary School in accordance with this policy.

Parent/Carers will:

- read this policy including the Student Agreements.
- read, sign and return the Parent/Carer Agreement if their child is in Reception to Year 2 and/or co-sign the Year 3 – Year 6 Student Agreement.
- discuss this policy including the Student Agreements with your child.
- discuss the safe use of the Internet with your child.
- monitor your child's use of the Internet at home.

All other users will:

- use ICTs at All Saints Catholic Primary School in accordance with this policy under the direction of Leadership and the Network Administrator.

All Saints Catholic Primary School
Mobile Phone Policy
(Including Smart Devices)

Rationale

All Saints Catholic Primary School recognises the important role telecommunications technology plays in the lives of many families and throughout the community. We also recognise that we have a duty of care to ensure that communications between members of the school community occur in ways consistent with the guidelines listed previously. The core business of our school is to promote and support teaching and learning in an environment free from unnecessary distraction or disruption. The school discourages the bringing of mobile phones and smart devices to school by students but we accept there are times when this may be deemed important by families.

Expectations

Students
Mobile phones and smart devices are brought to school at entirely the owner's risk. The school will not be involved in disputes and/or investigations over damage, loss or theft. Phones and smart devices must be handed to the class teacher and locked away securely for the duration of the school day. Due to privacy considerations, phone cameras cannot be used whilst at school. Phones and smart devices are not to be taken on excursions or camps. As phones are to be turned off at school, they cannot be used as MP3 players. Students breaching the policy will be subject to the normal student behaviour management consequences. The student will be instructed to pass the phone and/or smart devices to the Leadership Team for the rest of the day. If procedures continue to not be followed, the phone and/or smart devices will be confiscated from the student and the parent will be asked to collect the phone from the Leadership Team.

Parents
Reinforce to their children that phones and/or smart devices must be turned off and handed to the teacher at the beginning of the school day for the duration of the day. Parents are also to ensure inappropriate material is not stored on their child's phone. Parents are not to contact students during the school day by mobile phone and/or smart devices. If parents need to urgently contact a student they should follow normal procedure and contact the school on the landline. Students will then be contacted and supported as necessary. All parents are to take and make mobile calls outside of teaching and learning areas.

Staff
Mobile phones are to be switched to mute or discrete during class teaching and learning periods and during scheduled school meetings. They are also switched to mute or discrete when in public areas, including interviews, meetings and classrooms.

Volunteers, visitors and contractors
All users are to switch their phones to mute or discrete when in public areas, including meetings, interviews and classrooms. All Volunteers, visitors and contractors are to take and make mobile calls outside of teaching and learning areas.

Retain this section at home

✂ --

Return this section to your child's teacher

I agree to follow the Mobile Phone Policy (including Smart Devices) concerning the use of mobile phones and /or smart devices at All Saints Catholic Primary School.

Child's Name _____ Class _____

Child's Signature _____ Date _____
(Required for Years 3 – 6 children only)

Parent/Carer's Signature _____ Date _____

Conclusion

The terms of this Policy are not intended to be exhaustive, nor do they anticipate every possible use of the school's ICT and/or digital facilities. Workplace participants are encouraged to act with caution and take into account the underlying principles intended by this Policy. Advice should be sought from the Principal where there is lack of clarity regarding appropriate action related to the use of the school's ICT and/or digital facilities.

References

John Paul II. (1999). *World Communications Day.*

Pope Francis (2002). Internet: A new forum for Proclaiming the Gospel."

National Committee for Professional Standards. (1999). *Integrity in Ministry.*

Pontifical Council for Social Communications. (2002). *Ethics in Internet.*

Catholic Education South Australia Mission, Values and Vision Statement 2012

CESA Acceptable Use of ICT Baseline Standard V2.0

ICT Security Framework V2.0 2015

SACCS Communications Technology Policy 2015

The following documents are useful resources and should be read it in conjunction with this policy.

- Ethics in Internet   www.vatican.va
- The Church and Internet   www.vatican.va

This policy has been informed by documentation provided by Minter Ellison and the Industrial Relations Commission.

Sign: _____ Date: _____
    (Principal on behalf of School Board)

Sign: _____ Date: _____
    (Chairperson on behalf of School Board)

Date to be reviewed: June 2024

All Saints Catholic Primary School
Computer Network and Online facilities
Reception – Year 2

Student Agreement

I, _____ , of class, _____ a

student of All Saints Catholic Primary School, accept and agree to use the ICTs at All Saints Catholic Primary School responsibly and appropriately by:

- using ICTs for school-related work and with the permission of my teacher.

- using ICTs under a teacher's direction.

- making sure all of my writings and drawings are sensible.

- never giving out my surname, phone number or address over the Internet.

- obeying the school rules about using ICTs properly at all times.

- understanding that if I do not use the ICTs properly at school I may be refused permission to use them in the future.

Parent/Carer Agreement

I,_____ , as a parent/carer of_____

have explained the rules about the proper use of ICTs at All Saints and understand that while the school provides reasonable supervision, it is the student's responsibility to behave appropriately.

Signed _____ Date_____

All Saints Catholic Primary School
Computer Network and Online facilities
Year 3 – Year 6

Student Agreement

I, _____ , (student to print name) of class,_____ a student of All Saints Catholic Primary School, accept and agree to the following statements:

- I agree to abide by the school's ICT Policy.

- I will use the ICT network responsibly and appropriately.

- I will use the Network only in the support of education and in ways consistent with tasks set by my teacher.

- I will only use my own user account to logon, keep my password private and report to the teacher immediately if I think someone is using my user account.

- My electronic messages will always be respectful. They will not exclude others or be offensive, threatening, or abusive.

- I will not:
    - send, open or publish inappropriate written or visual attachments.
    - open any email if I have a suspicion that it may contain a virus or is not addressed to me.
    - *pretend to be someone else or disguise my identity when accessing online communities*
    - *record pictures, video or audio of anybody without first getting permission from that person and the teacher*
    - *publish pictures, video or audio of myself or others without teacher approval*
    - provide personal information online such as surname, phone number or address. This includes personal photographs and email addresses.
    - access any folder or network drive that does not belong to me.
    - upload on to the school network any files that are not school related from CDs, Flash drives, phones, iPods or MP3 players. e.g. games, music etc. without the permission of the Network Administrator.
    - attempt to modify ICT equipment in any way. This includes the removal of Identification tags, mice, cables etc.

- I understand that copyright laws prohibit the sharing of games, music etc. across the school network.

- I will immediately close the browser window, turn off the monitor and report to the teacher if I accidentally access inappropriate sites/materials.

- I understand that the ICT network is monitored and in the event of inappropriate use specific access may be denied.

- I will report any damage of ICT equipment to my teacher immediately.

Child's Signature _____ Date_____

Parent/Carer Agreement

I understand that _____ (child's name) may have access to the ICT network and online facilities at All Saints Catholic Primary School.

- I understand that while the school provides reasonable supervision of the use of ICTs, it is the child's responsibility to behave appropriately.

Signed _____ Date_____

All Saints Catholic Primary School
Computer Network and Online facilities
Staff Members

Staff Member Agreement

I, _____, a staff member at All Saints Catholic Primary School, accept and agree to the following statements:

- I agree to abide by the school's Acceptable Use Guidelines.

- I am aware that accessing outside sources on the Internet and email is a privilege, not a right.

- I am aware that the ICT Network is to be used only for school business purposes although limited personal use is acceptable at appropriate times.

- I will only use my own user account to logon, keep my password private and report to the Principal or Network Administrator immediately if I think someone is using my user account.

- My email messages will not exclude others or be offensive, threatening, or abusive.

- I will not send or open inappropriate written/picture attachments.

- I will not access or publish inappropriate material and will inform immediately, the Principal or Network Administrator if these sites (URLs) are accessed accidentally. (The Network Administrator will prevent further access to the site.)

- I will not open any email if I have a suspicion that it may contain a virus.

- I will not open any email that is not addressed to me.*

- I will never provide personal information such as surname, phone number, address or password to suspicious or unknown contacts. This includes personal photographs.

- I will not download on to the school network any files that are not school related from CDs, Flashdrives or MP3 players. E.g. games, music etc.

- I understand that copyright laws prohibit the sharing of games, music etc. across the school network unless specifically for educational purposes.

- I will not access any folder or network drive that is not specifically created for my use.*

- I am aware that in accordance with the Acceptable Use Guidelines, anytime while I am logged on to the network as a staff member, my network traffic, including emails, may be viewed by the Network Administrator.

- I understand that in the event of inappropriate use the school may deny, revoke or suspend specific user access.

*Some staff members e.g. Principal's Assistant or Network Administrator will be required to access other folders or emails in order to perform their daily tasks as part of their duty statement. Privacy and confidentiality will be maintained as applicable.

Staff Member Signature _____ Date_____

All Saints Catholic Primary School
Computer Network and Online facilities
Volunteers

Volunteer Agreement

I, _____, a volunteer at All Saints Catholic Primary School, accept and agree to the following statements:

- I agree to abide by the school's ICT Policy.

- Accessing outside sources on the Internet is to be used only for school business purposes.

- My email messages will not exclude others or be offensive, threatening, or abusive.

- I will not send or open inappropriate written/picture attachments.

- I will not access or publish inappropriate material and will inform immediately, a teacher or staff member if these sites (URLs) are accessed accidentally. (The Network Administrator will prevent further access to the site.)

- I will not open any email if I have a suspicion that it may contain a virus.

- I will not open any email that is not addressed to me.

- I will never provide personal information such as surname, phone number, address or password to suspicious or unknown contacts. This includes personal photographs.

- I will not upload anything on to the school network.

- I will not access any folder or network drive that is not specifically created for and to be used by volunteers at the school e.g. Parents & Friends folder.

- I understand that copyright laws prohibit the sharing of games, music etc. across the school network unless specifically for educational purposes.

- I am aware that while I am logged on to the network my network traffic may be viewed by the Network Administrator.

- I understand that in the event of inappropriate use of ICTs the school may deny, revoke or suspend specific user access and terminate the volunteer's services at the school .

Volunteer Signature _____Date_____