St Paul’s Primary School
Internet and Digital Technologies Policy

Rationale:
“The revolution taking place in communications media and in information technologies represents a
great and thrilling challenge; may we respond to that challenge with fresh energy and imagination
as we seek to share with others the beauty of God.”
(Pope Francis, Message for 48th World Communications Day, 2014)

At St Paul’s electronic communication facilities and digital technologies, software, Google
Apps for Education (GAFE) and other online programs are used by staff and students to
assist them in their school business in a manner that is consistent with the values and
beliefs of the Catholic Church.

The internet provides staff and students with opportunities to obtain information, engage in
discussion, collaborate with individuals, organisations and groups world-wide and increase
our skills, knowledge and abilities. Internet facilities and digital technologies are part of
St Paul’s information and communication system and are owned by the school. The school
has a right to determine who has access to these systems, ensuring they are used properly
and efficiently.

Digital Citizenship involves preparing all technology users to be responsible and
appropriate in their use. As members of a digital society we build learning relationships
within the global and local community and create authentic opportunities to learn from and
with others.

Aims:
• To improve student learning outcomes.
• To use ICT effectively and appropriately to access, create and communicate
  information and ideas, solve problems and work collaboratively in all learning areas
  at school, and in their lives beyond school.
• To encourage our students to be responsible online citizens and develop safe
  practises.

Implementation:
• Our school actively supports access by students to the widest variety of information
  resources available, accompanied by the development of the skills necessary to
  filter, analyse, interpret and evaluate information encountered.
• All students and staff at our school will have censorship filtered internet and email
  access. All students and staff will have their own password protected internet and
  email account. Such access is a privilege that infers responsibility and not simply a
  right to be expected.
• Staff and students need to be aware that internet and email usage is not private and
  will be monitored by the school.
• The school undertakes to ensure that information published on the Internet by
  students or the school is of a high standard, and meets legal requirements and
  standards of general practice within the community in relation to copyright, safety
  and decency.
• Students can only access internet facilities and digital technologies at St Paul’s after
  the user contract (see below) has been signed by both a parent/guardian and the
  student.
• Privacy of students, parents, staff and other users must be recognised and respected
  at all times.
• We endeavour to provide information sessions on Cybersafety for Parents and
  Staff. Information and Communication Technology and class lessons will focus on
  the development of skills in online practices and encourage students to be
  responsible digital citizens.
Social Media
Pope Francis in his message to the 48th World Communications Day reflected on the way in which we communicate today through digital social networks.

“….media can help us to feel closer to one another, creating a sense of the unity of the human family which can in turn inspire solidarity and serious efforts to ensure a more dignified life for all. Good communication helps us to grow closer, to know one another better, and ultimately to grow in unity.”

Social media are now common in the educational landscape and can form an important part of the teaching and learning environment.

At St Paul’s, social media will only be used if it is:
Ensures child protection, adheres to privacy legislation, maintains responsible online behaviour and upholds professional standards. Parents, students and staff all have responsibility in monitoring use of technologies and undertaking security measures.

Appropriate Communication:
Email and Internet must only be used for work/education related communication.
Student use may include (but is not limited to):
- Use of Google Apps for Education (GAFE) and other online programs
- Communication with staff and peers
- Internet browsing for research purposes
- Use of the student online portal.

Staff use may include (but is not limited to):
- Accessing and sharing educational information and resources
- Use of Google Apps for Education and the Staff Online Portal.

Inappropriate Communication:
It would be deemed to be an inappropriate use of email or the internet if it was used:
- for purposes that are contrary to law or likely to contravene the law. This includes the laws of copyright, defamation, harassment, discrimination, (sex, race and disability) and confidentiality, as well as all other laws, such as contempt of court, creation of contractual obligations, criminal laws and workplace relations law.
- to place the school in a potentially embarrassing or compromising position. Such activities might include engaging in commercial activities, product advertisement, political lobbying and the creation of false or misleading information.
- to download, store, create, send or print files or messages that are deemed to be profane, obscene, or that use language that offends or tends to degrade others.
- to disclose personal and/or confidential information.
- to send chain mail, gamble, post messages to inappropriate news groups or participate in online bullying.
- to intentionally send on computer viruses.
- to involve sending, forwarding, printing or receiving any material or data which does not comply with the school’s policies and procedures or which is contrary to the school’s best interests.
Procedures to be taken in the event of inappropriate use of digital technologies:
Some examples of disciplinary action could include:
• A request to explain the circumstances surrounding the breach.
• If the breach occurred without good reason, written official warning will be included in the person's file.
• Temporary removal of internet privileges and use of digital technologies.
• Attendance at appropriate counselling sessions.
• Students should be advised that serious or repeated breaches of the policy may lead to loss of privileges.
• Staff should be advised that serious or repeated breaches of the policy may lead to termination of employment.

Evaluation:
• This policy will be reviewed as part of the school's five year school development plan

Glossary

Social media are widely considered to be various online mediums of communication and are used to connect to people around the world. Social media may include (although are not limited to):
• Social networking sites (e.g. Google+)
• Video and photo sharing websites (e.g. Flickr, YouTube, Picasa)
• Blogs (work and personal interest)
• Micro-blogs (e.g. Twitter)
• Forums, discussion boards and groups (e.g. Google groups)
• Shared online spaces (e.g. Wikis, Google Apps)
• Video and web conferences (e.g. Skype, Google Hangouts, Jabber)
• Email and instant messaging
• All other emerging electronic/digital communication applications.

Digital devices: iPads, netbooks, laptops, desktop computers, printers, iPods, cameras and video cameras.
ST PAUL'S PRIMARY SCHOOL
Acceptable User Policy for the use of the
Internet and Digital Technologies

Parents are asked to discuss this information with their children who are attending St Pauls Primary School. If parents wish their child to have access to computers, the internet, online programs, Google Apps for Education (GAFE) and other digital technologies through the school’s system, both the parent and the child need to sign the relevant part of this document and return it to school.

Student Agreement
Years 3-6

I agree to use the internet and all digital technologies at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations, I will immediately click on the home or back button, turn off the device and inform my teacher. I agree not to alter the device’s settings. I agree not to bring software to school, as they may contain unsuitable material or viruses, and the school does not have licences for these products.

When working using the internet, email and digital technologies I will:
- keep my password secure and only use it myself.
- follow the correct procedure for scanning USB and other memory cards.
- not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- never use a picture of myself or others without permission.
- follow school guidelines and procedures when preparing materials for publication.
- always use respectful and appropriate language.
- not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that. I should tell my teacher about this message.
- not copy material from websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- use my Google Apps for Education (GAFE) account to assist and organise my learning.

I understand that breaches of the rules will result in the loss of my internet rights and use of digital technologies for a period of time determined by my teacher and the Principal.

Student Name:
Student Signature:
Date:

Parent/Guardian Agreement:
I have read and discussed the school's Internet and Digital Technologies Policy with my child.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I consent to my child using the internet and email for educational purposes, in accordance with the Student Agreement above.
Parent/Guardian Signature:
Parent/Guardian Name:
Date:
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Student Agreement
Prep – Year 2

The computer network and digital technologies at St Paul’s Primary School have been provided for use as an educational tool in our school. We are able to use devices to get information from around the world and to show our learning.

- I will look after our *digital devices.
- I will only use a device when a teacher is present.
- I agree to follow all teacher instructions when using devices.
- I will only read my own e-mail.
- I will make sure that the e-mail I send out shows politeness and respect as a member of St Paul’s Primary School.
- I will always respect other children’s work.
- I will only use my first name when communicating with other people.
- I will not give out my address or phone number or anyone else’s personal details.
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable.

*Digital devices: iPads, netbooks, laptops, desktop computers, printers, iPods, cameras and video cameras.

I have discussed this with my parents and agree to follow all of these rules. I realise that if I break these rules, I will not be allowed to use any digital devices for a period of time discussed with the teacher.

Student’s Name:
Student’s Signature:
Date:

_________________________________________

Parent / Guardian Agreement

I have read and discussed the Internet and Digital Technologies Policy for Year Prep - 2 with my child __________ We agree that he/she must follow all of the rules and guidelines in this agreement to have access to computers and internet.

Parent / Guardian Signature: ____________________________
Date: ____________
ST PAUL’S PRIMARY SCHOOL
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Internet and Digital Technologies

Staff Agreement

I agree that I have read and understand the expectations set out in the school’s Internet and Digital Technologies Policy.

I understand the responsibility I have as a staff member of St Paul’s to maintain professional conduct and uphold privacy laws at all times.

I understand the legal responsibility that I have in regards to copyright laws and licensing agreements.

I understand the legal responsibility that I have in regards to the appropriate use of all digital technologies.

I understand that serious or repeated breaches of the policy may lead to termination of employment.

This is an enduring agreement for the time of your employment at St Pauls.

Staff Name:

Staff Signature:

Date:
St Paul’s Staff iPad user agreement

The primary purpose of the Staff iPad program is to enhance teaching and learning, specifically lesson preparation, resource management, assessment, research, collaboration and communication.

- The iPad issued to you remains the property of St Paul’s Primary School and is loaned to you for the duration of your employment.
- Staff are required to create an Apple ID using their designated school email address. Each user will receive an iTunes card which is used solely for the purpose of purchasing educational applications (Apps). The school will at times ask you to download certain applications.
- Staff are to keep a record of the Apps downloaded to their designated iPad.
- The iPad must be at school during scheduled work days.
- The school carries no responsibility for the preservation of content, it is recommended that the iPad is backed up to a personal computer or the user’s iCloud account.
- Staff are expected to download the Find My iPhone/iPad app and register the iPad to assist with keeping it secure.
- Staff need to create a four digit code for their iPad.
- Staff are responsible for the appropriateness of the content accessed and stored on the iPad.
- St Paul’s Insurance cover provides protection of the iPad, both on and off site. Every care must be taken in the use of the iPad to ensure that it is not lost or damaged. It is the responsibility of the user to inform the school if the iPad is lost, stolen or not functioning properly.
- The iPad will need to be returned to the ICT Office each school term for regular maintenance and updates. You will be notified when this is necessary.

I have read the iPad user agreement. I understand my responsibilities regarding the use of this device.
I understand that a breach of this agreement may result in the school requesting the return of the allocated iPad and further disciplinary action being taken.
Name:
Signature:
Date: