

Internet and Digital Technologies Policy

Rationale:

Electronic communication facilities and digital technologies are used by St Paul's 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, liaise 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.

Aims:

- To improve student learning outcomes by having access to worldwide information.
- To develop skills in appropriate email and internet usage.
- To provide an efficient system of electronic communication for staff and students.
- To encourage our students to be responsible online citizens and develop safe practices.
- To promote online safety and responsible online communication.

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.
- All email users will be responsible for clearing their mailboxes regularly.
- The school endeavours 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.

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 St Paul's Google Site Page and its' links (intranet)
- Communication with staff and peers
- Internet browsing for research purposes and as directed by the teacher
- Staff use may include (but is not limited to):
- Accessing curriculum / education information and resources
- Notification of meeting arrangements
- Use of Google + Communities
- Sharing of resources – posting on intranet for shared use

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 engage in activities that might cause congestion of the network. For example, bulk emails should be sent sparingly as they can impact upon network performance.
- to disclose personal and/or confidential information.
- to send chain mail, gamble, join a mailing list or chat group, post messages to news groups or participate in online purchasing or selling.
- 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 communication:

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

This policy was ratified by St Paul's School staff in...

September 2019

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 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 monitor and inform my teacher.

I agree not to alter the computer settings unless directed by the teacher. 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 on the internet, email and using digital technologies I will:

- keep my password secure and only use it myself.
- only work on the web for purposes specified by my teacher.
- 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.
- 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)
- follow school guidelines and procedures when preparing materials for publication on the intranet.
- always use respectful and appropriate language in my emails and word documents.
- 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.

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 _____

ST PAULS

SCHOOL

PRIMARY

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 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 Prep – Year 2

The computer network at St Paul's Primary School has been provided for use as an educational tool in our school. We are able to use computers to get information from around the world to help us learn.

- I will look after the computers, iPads and all of their parts.
- I will only use the computer or iPad when a teacher is present and I am supervised..
- I agree to follow all teacher instructions when using the computer or iPad.
- 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 computer 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.

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 the computers for a period of time discussed with the teacher.

Student Name _____

Student 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

Acceptable User Policy for the use of the 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 and St Paul's Code of Conduct.

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

Staff Name _____

Staff Signature _____

Date _____