

# ICT Acceptable Usage Policy



## Purpose

*'The digital world is characteristic of the contemporary world...the web and social networks have created a new way to communicate and bond...Yet to understand this phenomenon as a whole, we need to realise that, like every human reality, it has its share of limitations and deficiencies.'*

Pope Francis, *Christus vivit*, 2019.

Access to digital technologies, including the internet, is provided to students and staff at Our Lady Help of Christians because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (MACS), a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite of digital technologies. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between Our Lady Help of Christians and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at Our Lady Help of Christians are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. Our Lady Help of Christians, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies within Catholic schools supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at Our Lady Help of Christians in accordance with legal and moral requirements and expectations.

## Scope

This policy applies to members of the Our Lady Help of Christians community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the school. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the school. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

## Definitions

**Computer** is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

**Device** refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

**Email** means the system that enables users to send data over the internet using computers and mobile devices.

**ICON** means the Integrated Catholic Online Network which is used to deliver shared services for educational and administrative purposes across Catholic schools.

**Internet** means the system of interconnected networks that connects computers for data transmission and storage.

**Intranet** refers to a local system of computers enabling students and staff to communication and share information within their school community.

**Mobile devices** refers to (but is not limited to) mobile phones, PDAs and portable storage devices.

**Network services** means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

**Parents** includes parents, guardians and carers.

**Social networking** means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

**Staff** means salaried, voluntary and contracted persons.

**Students** means those students enrolled at Our Lady Help of Christians.

**Website** is an internet based page or series of pages grouped together and managed by a person or group.

## Principles

The use of digital technologies within our school by staff and students at Our Lady Help of Christians is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and ethos of the school, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- inappropriate online behaviour, including cyberbullying, will not be tolerated.

## Policy

### **Internet and Network Access**

Access to internet and network services are provided by MACS to staff and students of Our Lady Help of Christians for educational and administrative purposes. From time to time, other MACS policies and requirements in particular schools may result in restrictions.

Access rights assigned to students and staff at Our Lady Help of Christians will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Our Lady Help of Christians may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

### **Expectations of users**

All students and staff at Our Lady Help of Christians are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever Our Lady Help of Christians equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

### **Non-compliance with this policy**

Disciplinary action may be undertaken by Our Lady Help of Christians against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students used by Our Lady Help of Christians.

### **Duty of Care**

Our Lady Help of Christians will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Our Lady Help of Christians will prepare staff to deal with these issues.

## **Monitoring**

### **Students**

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

### **Staff**

An authorised person (e.g. a principal, a regional manager or other MACS staff member can monitor the use of MACS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

### **Security**

To minimise risk to MACS information and communication networks from viruses and intrusions, current virus screening software is to be activated, and where appropriate, passwords are to be used by staff and students of Our Lady Help of Christians. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the school or MACS. Non-authorised staff and students are not permitted to have access to these levels of system management.

### **Email**

Email service is provided for educational and administrative purposes. Staff and students at Our Lady Help of Christians must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, school phone number and postal address. Our Lady Help of Christians advises students and staff that they may be held accountable for the email they create and distribute using the network.

### **Websites**

Our Lady Help of Christians may create, or have created, a website with the approval of the principal. These websites must be established and maintained in accordance with MACS policies and guidelines and relevant legislation.

### **Social networking**

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the principal.

### **Acceptable Use Agreements – to be developed by each school**

**APPENDIX A: Note to Parents Re: Inappropriate Internet Access or other Inappropriate Use of OLHC ICT Equipment**



Date .....

Dear Mr/Mrs .....,

Your child ..... had his/her Internet Access rights revoked today for a period of ..... due to inappropriate use of the Internet or ICT equipment.

Please discuss this matter with your child, and remind him/her of the guidelines for Internet use set out in the OLHC ICT Acceptable Use Agreement and Declaration signed at the start of this year.

If you have any questions concerning this matter, please contact the teacher involved, or the Principal for an interview.

Please sign and have your child return this form tomorrow.

Yours Sincerely,

**Teacher**.....

**Principal** .....

**Parent's Signature** .....

## APPENDIX B: 3 – 6 Student Acceptable Use Agreement and Declaration

Dear Student,

OLHC is really proud of the computer equipment, programs/apps, internet access and Google Workspace for Education accounts it can provide to its students. The use of the school's network, equipment, internet and Google Workspace for Education account is a privilege and not a right and carries responsibility.



To have the privilege of the use of school equipment and internet access students in Grades 3 - 6:

- Must read and discuss the 'Student Acceptable Use Agreement and Declaration' with their parent/carer
- Must abide by the 'Student Code of Conduct' as set out below
- Require parent/carer permission to have a Google Workspace for Education account

This process will need to be completed at the beginning of each school year.

### Student Code of Conduct

**When using computer equipment, I promise to:**

<h4>Respect Myself</h4>  <p>Respect myself refers to keeping myself safe, and following the school value of Respect for Self.</p> <p><b>Some examples:</b></p> <p>I will keep my password private.</p> <p>I understand that all the content I put online is permanent and potentially accessible by other people. I will not post/upload any content that may damage my reputation.</p> <p>I will always report to my parents/carers and/or teachers if content online or ICT equipment is used in a manner to hurt my feelings, make me feel unsafe, uncomfortable and/or embarrassed.</p>	<h4>Respect the law</h4>  <p>I understand that:</p> <ul style="list-style-type: none"><li>• In Australia, children 10 years old or above can be held criminally responsible for their actions.</li><li>• Cyberbullying, logging onto other people's accounts and pretending to be someone else online are all against the law.</li><li>• Schools are legally bound to follow up breaches of cyber safety that involve our students - no matter whether they occur within or outside of the school</li><li>• Serious incidents involving students at school, whether they occur within or outside school, will be brought to the attention of relevant authorities.</li></ul> <p><b>Some examples:</b></p> <ul style="list-style-type: none"><li>• I will not bully others online</li><li>• I will not lie about my age when signing up for an online account.</li><li>• I will not log onto a computer as somebody else.</li></ul>
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## Respect OLHC staff



One of our school rules is to follow directions.

### Some examples:

I will always follow staff directions in regards to using ICT equipment and what I can do online.

If in doubt, I will always seek clarification from a staff member.

## Respect other users



Respect for others is another of our school values.

### Some examples:

When using ICT, I will always make sure I respect others by:

- Being courteous when communicating.
- Not sharing personal details
- Not reading private messages
- Considering and not hurting others' feelings and safety.
- Not changing the settings on school devices.

I will respect the people who have put their information, photos, videos, music, games etc. online by checking with a staff member before copying and/or downloading.

## Respect the equipment



At OLHC electronic equipment is shared across the school. It is important that it is kept in good order for everybody's benefit. The school value is to Respect the Environment and the

rule is to Move and Act Safely.

### Some examples:

I will always handle ICT networks, equipment and facilities with care.

I will not download and/or install software, apps, extensions etc. on school devices.

## Respect my school



All school values and rules apply when using digital

technologies.

### Some examples:

I will respect the Catholic ethos and values of the school when using ICT devices.

I understand that permission must be given by a staff member before images of students and staff can be taken and used.

I will always ask for permission from the school before bringing any devices from home onto school grounds or to an external school activity e.g. cameras, phones, iPads etc.

	I will always hand my mobile phone to the office when I arrive at school and pick it up when leaving.
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### Consequences for unacceptable use

- First incident – warning
- Second Incident or a serious first incident - withdrawal of personal access to ICT equipment for a period of 1 week and parents notified.
- Third incident - withdrawal of ICT privileges for a period of 2 weeks and parents notified.
- Fourth incident - a meeting between the Principal, parent and student.

### Parent / Carer Agreement

- I have read the OLHC ICT Policy.
- I have read and discussed the ‘Student Acceptable Use Agreement and Declaration’ with my child and explained why it is important.
- I will encourage my child to follow the cybersafety rules as taught at school when he/she is online at home.
- I give consent to OLHC to issue my child with a Google Workspace for Education account.
- I give consent to OLHC to set up an account with Scratch (scratch.mit.edu), Essential Assessment, MathsOnline, Study Ladder, Read Theory for my child.
- I give consent to OLHC to set up a Seesaw account for my child.
- I will ensure that any comments I post on Seesaw reflect the school’s values.
- I will attend school provided sessions on the importance of cybersafety (at least one member of each family).
- I will contact the Principal to discuss any questions or concerns I may have about cybersafety and/or this agreement.

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Parent/Carer's Name  
Date

Parent/Carer's Signature

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## Student Agreement

I have read and discussed the 'Student Acceptable Use Agreement and Declaration' with my parent/carer and promise to follow it.

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Student Name  
Class

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Student Signature

**To be completed annually for each student.**

### APPENDIX C: Prep – 2 Student Acceptable Use Agreement and Declaration

Dear Student,

OLHC is really proud of the computer equipment, programs/apps and internet access it can provide to its students. The use of the school's network, equipment and the internet is a privilege and not a right and carries responsibility.

To have the privilege of the use of school equipment and internet access students in Grades Prep – 2:

- Must read and discuss the 'Student Acceptable Use Agreement and Declaration' with their parent/carer
- Must abide by the 'Student Code of Conduct' as set out below

This process will need to be completed at the beginning of each school year.

### Student Code of Conduct

**When using computer equipment, I promise to:**

## Respect Myself



Respect myself means keeping myself safe, and following the school value of Respect for Self.

**I will:**

- Not put anything online that may damage my reputation because it will be there forever and may be seen by other people.
- Always tell my parents/carers and/or teachers if anything I see online or if ICT equipment is used in a way that hurts my feelings, makes me feel unsafe, uncomfortable and/or embarrassed.

## Respect the law



Cyberbullying is when you hurt someone's feelings by sending a hurtful message or pictures through technology.

Cyberbullying, logging onto other people's accounts and pretending to be someone else online are all against the law.

**I will:**

- Not bully others online
- Not lie about my age when signing up for an online account.
- Not log onto a computer as somebody else.

## Respect OLHC staff



One of our school rules is to follow directions.

**I will:**

- Always follow the directions of a staff member when using ICT equipment and what I can do online.
- Ask a staff member if I am unsure if what I am doing is right.

## Respect other users



Respect for others is another of our school values.

**I will:**

- Not hurt others' feelings and safety.
- Not change any settings on school devices.
- Respect the people who have put their information, photos, videos, music, games etc. online by checking with a staff member before copying and/or downloading.

## Respect the equipment



At OLHC iPads, laptops and other electronic equipment is shared across the school. It is important that it is kept safe and not damaged for others' to use.

The school value is to Respect the Environment and the rules are; to take care of all property and environment, and to move and act safely.

### I will:

- Always handle iPads, laptops and other electronic equipment carefully.
- Not download and/or install software, apps etc. on school devices.

## Respect my school



All school values and rules apply when using digital

technologies.

### I will:

- Ask for permission before images of students and staff can be taken and used.
- Ask for permission from the school before bringing any devices from home onto school grounds or to an external school activity e.g. cameras, phones, iPads etc.

## Consequences for unacceptable use

- First incident – warning
- Second Incident or a serious first incident - withdrawal of personal access to ICT equipment for a period of 1 week and parents notified.
- Third incident - withdrawal of ICT privileges for a period of 2 weeks and parents notified.
- Fourth incident - a meeting between the Principal, parent and student.

## Parent / Carer Agreement

- I have read the OLHC ICT Policy.
- I have read and discussed the 'Student Acceptable Use Agreement and Declaration' with my child and explained why it is important.
- I will encourage my child to follow the cybersafety rules as taught at school when he/she is online at home.
- I give consent to OLHC to set up an account with Scratch (scratch.mit.edu), Essential Assessment, MathsOnline, Study Ladder, Read Theory for my child.
- I give consent to OLHC to set up a Seesaw account for my child.
- I will ensure that any comments I post on Seesaw reflect the school's values.
- I will attend school provided sessions on the importance of cybersafety (at least one member of each family).
- I will contact the Principal to discuss any questions or concerns I may have about cybersafety and/or this agreement.

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Parent/Carer's Name  
Date

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Parent/Carer's Signature

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## Student Agreement

I have read and discussed the 'Student Acceptable Use Agreement and Declaration' with my parent/carer and promise to follow it.

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Student Name

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Class

**To be completed annually for each student.**

## APPENDIX D: Staff Acceptable Use Agreement and Declaration

### Staff responsibilities when teaching ICT at OLHC include:

- Explicit teaching of responsible online use and Cybersafety
- Instruct and supervise the appropriate use of ICT systems and equipment.
- Provide well planned activities to minimise the potential for inappropriate use of the ICT systems and equipment and maximise the benefits of ICT to enrich student learning.
- Encourage students to alert a staff member immediately if inappropriate content is found.
- Adhere to the concept of intellectual property and moral rights to ensure students know what is meant by copyright and how to cite works, age appropriately.
- Ensure all ICT equipment is used for its intended purpose.

### Staff responsibilities when using ICT at OLHC include:

- Information that may be confidential or private (including passwords) is not to be shared.

Purposeful infection of computer malware and virus' that may be harmful to the ICT systems and network is

## OLHCs Staff ICT Acceptable Use Agreement and Declaration

Name: \_\_\_\_\_

Position:

\_\_\_\_\_

**I have read and agree to support the school's initiatives to maintain a cybersafe learning environment and to follow the guidelines of the Staff Acceptable Use Agreement.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

### Students

Our Lady Help of Christians provides students and parents/guardians with the following:

- a copy of Our Lady Help of Christians's Information and Communication Technology (ICT) Policy
- a copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian and school representative before the student is given access to, and use of, a school's internet, network services and devices.

### Staff

Staff are required to use the internet and network services in accordance with this and other policies. Our Lady Help of Christians provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

### Related school policies

- Anti-Bullying Policy

- Child safety policies
- Codes of conduct for students, parents and staff
- Data Breach Policy
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy.