St.Justin's Primary School, Wheelers Hill.

Information & Communications Technology User Agreement Policy

ADDITIONAL INFORMATION

Staff Responsibilities

Ensure that students have clearly defined reasons or tasks when using technologies.
Technologies will only be used for teaching and learning purposes. Teachers will use clearly defined Learning Intentions and Success Criteria to make sure students understand what they are using the technology for. Technologies will not be used to play games (that are not educational) or as a free time device.

Ensure suitable resources are available and looked after.
Teachers will provide students with access to technologies. When required, teachers will borrow school technologies from the library, adhering to the borrowing policy of I.T. equipment. Teachers will take care of I.T. equipment and put it away when finished - correctly connecting/disconnecting cables and inserting devices into cabinets. Teachers will model the correct way to look after technology.

Evaluate Internet material to check for authority and currency.
It will be the responsibility of the teacher to screen all websites they use to deliver teaching and learning prior to using them. Internet material will only be used if it is suitable to the learning that is taking place. Teachers will make sure they have checked the validity of information presented to students. Teachers may use websites such as Common Sense Media to check the recommendations and reviews of websites and apps they may wish to use in the classroom.

Provide supervision of student ICT activities at all times.
Teachers will provide appropriate supervision to students when using technologies. Students will not be working on any device in isolation. Teachers will have access to Hapara to monitor student use and access. Teachers will regularly check Hapara for any inappropriate content students may be accessing or producing, particularly through the G Suite.

Ensure students understand their responsibilities through the Cyber Safety and Acceptable User policy.
Teachers will go through the Cyber Safety and Acceptable User Policy with students as a part of the initial 'rules and regulations' lessons at the beginning of the year, and at other times throughout the year when appropriate.

Guide and support student use of internet search tools.
Students will learn how to effectively and efficiently use search engines such as Google and Internet Explorer. They will be taught how to refine searches to gain the most valuable information. They will be taught age appropriate examples of plagiarism and how to use free images online for their work.

Encourage and facilitate the use of collaborative online learning spaces.

We value collaborative learning at St Justin's, and place an importance on doing so online. Students will learn how to share work through programs in the Google GSuite, such as Google Classroom, and also via Seesaw (digital portfolios). Students will learn the difference between collaboration and copying.

Monitor and observe all student electronic mail being transmitted.
Teachers have access to Hapara to monitor student use and access. Teachers will regularly check Hapara for any inappropriate content students may be accessing or producing, particularly through the G Suite. Teachers will provide evidence to the principal or leadership team of any inappropriate use of technologies. Supervise and approve the work printed by students. All work that is to be printed will be approved first by a teacher.

Explicitly teach rights and responsibilities, cyber risks and cyber-safe practices.
Teachers will place a great importance on the teaching of rights and responsibilities when using technologies. Cyber Safety practices will be explicitly taught at the beginning of the year and throughout the year when deemed appropriate.

Not use social networking sites during school time.
Teachers will use the Internet appropriately/for educational and professional purposes during school times. They will not use social networking sites such as Facebook during school hours. Please note: it is illegal for students under the age of 13 to use these forms of social media.

Student Responsibilities

Be a safe, responsible and ethical user whenever I use technology:
Students will treat Information and Communication Technologies (e.g. Desktop computers, chromebooks, iPads, Laptops, IWBS, Cameras etc.) and other related equipment within St Justin's with care and respect. They will report any damage they notice to a teacher. Students will respect the rights of users by not changing computer settings (e.g. Desktop settings and screensavers).

Students should not intentionally access, interfere with, copy or move other students' files or settings. Nor should they interfere with, move or delete shared files stored on the network or the drive. Students are not allowed to install or store inappropriate or illegal software on the computers, iPads or on the network or drive. Students will check that content contained on portable information storage (eg. USB, memory cards etc.) devices is appropriate and virus free.

Protect my privacy rights and those of other students when posting online
Students like to publish information about themselves and connect with their friends online in spaces like Facebook, Instagram, Skype, Facetime and blogs. This can put them at risk of being approached or bullied online. To avoid this students must:

- not have accounts such as Facebook, Instagram, Kik etc as this is illegal. To have an account on these sites users must agree they are 13 years old or over.
- use a personal login and password to access the network and internet.
- remember their own password and login details and keep them confidential.
- not use anyone else's password
- not to use their full name online, but develop an online name and use avatars
- not share personal details, including images of themselves or friends online.
- password protect any spaces or accounts they have and ensure privacy settings are set meticulously.
- not allow anyone they don't know to join a chat or collaborative space.

- ALWAYS make the space private so that they can control who sees the space and can communicate with them.
- understand the terms and conditions of websites or online communities that they might join.

Digital Footprint.
Students should be aware that the digital decisions they make today will stay with us forever. Any image or comment students put on the internet is public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording without parent and school approval. Remember the rule: "If you wouldn't want your Grandma or future boss to see it, don't post it online!"

Using digital devices as a camera
Students must use all ICT devices responsibly and appropriately, including taking photos and videos for school use only (after teacher approval). They may only take photos and record sound or videos when it is part of a class or lesson.

Students must also seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers). They need to seek appropriate (written) permission from individuals before publishing or sending photos, recorded sound or video to anyone else or to any online space. Students must be respectful in the photos they take or video they capture and NEVER use these as a tool for bullying.

The recording of images and sounds can breach fellow students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image of voice recorded. The Privacy Act says that the posting and sharing of information online in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Respectful Communication
St Justin's has a clearly outlined bullying policy. Students will be explicitly taught how to be respectful in how they communicate and never write or participate in online bullying (which includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour). Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be a part of it. Bullying online can take a number of forms, from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve (as adults don't understand), a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology immediately.

Students are advised to report an incident if:
- They feel that the welfare of themselves or other students at the school is being threatened
- They come across sites which are not suitable for their school
- Someone writes something they don't like, or makes them and their friends feel uncomfortable
- Someone asks them to provide information or images that they know are private

- They accidentally do something which is against the rules and responsibilities they have agreed to

Damages
Personal devices: Students will be responsible for maintaining their own personal devices, e.g. mobile phones. It must travel to and from school in their school bag and stay in a protective case. During school hours these items must be turned off and given to their teacher to be kept away from others.
Students will not use these devices at before and after school care, at recess and lunch or for wet day timetables. Teachers will lock the doors any time the room is left empty.

School Equipment: Students will adhere to the I.T. borrowing procedures. They will take care of I.T. equipment and put it away when finished, correctly connecting/disconnecting cables and inserting devices in cabinets the correct way.

They will start up and shut down equipment without clicking on things they shouldn't. Students should notify their teacher when unknown prompts or messages come up on screens.

Appropriate Internet use and behaviours:
Students always need to ask before accessing the Internet and make sure the teacher approves their time on it. They should always follow teacher direction in regard to the Internet sites they access and the use of any ICT device at school. Students should use email confidentially and make sure content sent is appropriate. Emails are monitored by the school network. If they should receive anything in their email or via the Google Apps suite that is inappropriate, they should close it straight away and inform a teacher.

Students must not deliberately enter or remain on any site that has obscene language or offensive content (e.g. racist material or violent images).

Abide Copyright Laws
Students should be aware of copyright laws when obtaining information or images from the Internet. Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce personal risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and personal information.

Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.
Not everything on the internet is true, accurate or unbiased. St Justin's is working to teach digital literacy skills, which enable students to locate, evaluate and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who create, and contribute to, resources online. Students should use their own thoughts and language to express what they have learnt and avoid simply copying and pasting information from the internet.

School Responsibilities

Access to ICT devices for all students

At St Justin's we see it as our responsibility to provide all of our students with the right and opportunity to have access to electronic devices when required. As a school we are committed to providing students with learning opportunities that will enable them to effectively use ICT as a tool to improve their learning outcomes.

Student logins

All students will continue to have individual logins (usernames and passwords) to access St Justin's Internet and online programs. It is important that these login details remain private to each student. As a school we will monitor appropriate network use and ensure supervision of students when using ICT facilities and devices.

Maintenance and Security

The school takes responsibility for maintaining and updating anti-virus software on ICT devices in order to protect the security of information and stop any unwanted predators into the system. At St Justin's it is important to us that our students are safe in our school environment and that all students/families personal details are kept private. Whilst the school endeavours to block as many unacceptable sites as possible via content filtering software, it is important to note that no blocking software is 100% effective. Internet use is monitored by staff, system administrators and the Catholic Education Office. Students and staff are monitored randomly to ensure they are using the school network and internet appropriately. The school will also update and maintain antivirus software for desktops and laptops.

Education for staff, students and families

At St Justin's we recognise and value the importance of being "Cyber-smart". That is why we are continually striving for excellence in the use of technology in all avenues to provide the best education for our students. We are committed to providing our staff, students and families with learning opportunities to fully understand what it is to be "Cyber-smart" and how to successfully establish safe and responsible use of Information and Communication Technology.