Mary MacKillop Memorial School

Information and Communication Technology Policy

(Including R-1 and Yr 2-7 Student Agreements)

Developed by: Staff and School Board

Notes:
1. **All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.**

Underlying Assumptions, Philosophy and Rationale:

We at Mary MacKillop Memorial 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.

- ICT skills promote initiative, creativity, collaborative 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 Mary MacKillop Memorial School 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.

Purpose/Aims:

Through the application of this policy, we at Mary MacKillop Memorial School aim to:

- ensure that all children are given opportunity to develop ICT skills in order to enrich and deepen their learning experiences.

- ensure that all children and staff are given the opportunity to use ICTs with purpose and enjoyment.

- provide staff with equipment, support and training to enable them to develop their ICT capability.

- encourage children to become autonomous users of ICTs.

- respond to new developments in technology as required.

- ensure that all users respect and acknowledge the work of others when using ICTs.

- encourage all users to learn how to use and respect the computer network and online facilities e.g. Internet, email, software and online resources.

- establish procedures and responsibilities that support effective and safe practices.

Acceptable Behaviour:

Users at Mary MacKillop Memorial School will use acceptable behaviours when using the computer network and online facilities. These include:

- Using appropriate language, which is acceptable in our school.

- Complying with standards of public decency, common sense and etiquette.

- Respecting the rights of other computer users.

- Observing that copyright exists in other people's work on the computer network and the Internet.

In order to ensure the safety of children:

- Children will be adequately supervised when using ICT.

- Teacher permission is needed when a student is publishing web pages and sending email.

- Personal information such as surname, address, email address and phone number or that of parents/carers should not be given out or used to login to a site.

- Student photographs will not be published without the consent of the teacher and the parent/carer.

- 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.

Consequences for misuse of the computer network and online facilities:

If users at Mary MacKillop Memorial School use the computer network and online facilities in an inappropriate manner, the following consequences will apply:

- Discussions with the user and either the class teacher, the Network Administrator or if appropriate, a member of Leadership and the parent/carer.

- Following these discussions, appropriate consequences will be applied, such as temporary restrictions to access of the ICT network and online facilities.

Disclaimer:

- Users need to be aware that the school's network is not a private network.
- The Principal may authorize personnel to monitor web access logs or E-mail accounts when unacceptable use of the computer network and online facilities is suspected. These logs automatically record websites that users visit, but the logs are not routinely monitored.
- The school does not accept any liability that may result from any child's/user's unacceptable use of the computer network and online facilities.

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.
- manage and monitor user accounts, internet usage and printing quotas.
- inform Leadership of any breaches of this policy.
- participate in regular training and development to update their ICT skills.

The CESA ICT Consultants will:

- ensure licensing and leasing is current and valid.
- regularly review SINA user and network statistic reports.
- 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.

All Staff members 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 such as Office 365 and online resources.
- supervise children's use of digital devices 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.

- Educate children on keeping passwords secure, cybers safety, and plagiarism.

- 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/1 or Years 2 – 7 as appropriate.

- use ICTs at Mary MacKillop Memorial School in accordance with this policy.

Parents and Carers will:

- read this policy including the Student Agreements.

- read, sign and return the Parent/Carer Agreement if their child is in Reception and Year 1 and/or co-sign the Year 2 – Year 7 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 Mary MacKillop Memorial School in accordance with this policy under the direction of Leadership and the Network Administrator.

Implementation:

All staff, parents, carers and students will be made aware of and have access to the policy via the school newsletter and website.

Support Documents:

- CESA ICT Policy and other associated policies

- Internet Industry Code of Practices.
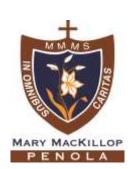
- Privacy Act.

- Summary Offences Act.

Financial Budget:

- Staff Training

- Cost of ICTs

Ratified by School Board on 18/09/2020

Review Date 2023

Mary MacKillop Memorial School

Computer Network and Online facilities

Reception and Year 1

CHILD AGREEMENT

I, _____, of class, _____

a student of Mary MacKillop Memorial School, accept and agree to use the computer responsibly and appropriately by:

- using digital devices for school-related work and with the permission of my teacher.
- using ICT under a teacher's direction.
- making sure all of my communications and entries are appropriate.
- never giving out my surname, phone number or address over the Internet.
- obeying the school rules about using the computer properly at all times.
- understanding that if I do not use the devices properly at school I may be refused permission to use the devices in the future.
- understanding that the use of the ICT network and online facilities may be monitored.

PARENT/CARER AGREEMENT

I, _____, as a parent/carer of _____

have explained the rules about using the ICT network and online facilities properly at school and understand that while the school provides reasonable supervision, it is the student's responsibility to behave appropriately.

Signed _____ Date _____

Mary MacKillop Memorial School
Computer Network and Online facilities

Year 2 – Year 7

STUDENT AGREEMENT

I, _____, (student to print name) of class, _____
a student of Mary MacKillop Memorial 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.

- Network use must be in the support of education and be 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 ICT communication will always be respectful and pleasant.

- I will not send, open or publish inappropriate material.

- I will not open any email if I have a suspicion that it may contain a virus or is not addressed to me.

- I will never provide personal information online such as surname, phone number or address. This includes personal photographs and email addresses.

- I will not access any folder or network drive that does not belong to me.

- I will not upload on to the school network any files that are from Flash drives, phones etc without the permission of the teacher or Network Administrator.

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

- I will not attempt to breach network filters via internet proxy sites.

- I will immediately close the browser window, turn off the monitor and report to the teacher if I accidentally access inappropriate sites/materials. (The Network Administrator will prevent further access to the site.)

- 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.

- I will not attempt to modify ICT equipment in any way, including the removal of Identification tags, mice, cables etc.

Child's Signature_____   Date _____

PARENT/CARER AGREEMENT

- I understand that _____ (child's name) will have access to the ICT network and online facilities at Mary MacKillop Memorial 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   _____

Mary MacKillop Memorial School

Computer Network and Online facilities

Volunteer Users

VOLUNTEER AGREEMENT

I, _____ , a volunteer at Mary MacKillop Memorial 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 for school business purposes.
- My email messages will not exclude others or be offensive, threatening, or abusive.
- 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 on to the school network any files that have not been approved by a staff member or Network Administrator.
- I will not access any folder or network drive that is not specifically created and used for volunteers at the school.
- I understand that copyright laws prohibit the sharing of games, music etc. across the school network.
- I am aware that, anytime while I am logged on to the network as a volunteer, my network traffic 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.

Volunteer Signature _____ Date _____