**St John's Primary Mullumbimby
Digital Technology Acceptable Use, Cyber
Safety and Social Media Policy**

SCHOOL COMMITMENT

As Catholic educators our primary goal is to educate the students in our care and to ensure they are kept safe and protected, particularly while engaging with learning technologies in contemporary learning environments. At St John's we use digital technologies and information communication technologies (ICT) to communicate, support and enhance student learning. ICT is embedded in all New South Wales syllabus outcomes and therefore is an essential part of all classroom teaching and learning. It is our responsibility to provide support and training for our community in the areas of cyber safety, appropriate use of technology the internet and social media. This school policy is to encourage student use of digital technologies as an integral part of their learning.

AIM

This policy aims to define and describe the rights and responsibilities of digital technology users in the St John's school community, this includes CSO staff, students, volunteers and visitors.

We aim to be a place of *inspiring excellence in learning, leading & living the Faith* which underpins this policy. While providing the opportunity to enhance and extend human interaction, empathy and understanding, the misuse of information and communication technologies can significantly damage an individual's dignity. Significantly, this policy calls attention to an individual's right to freedom from harassment, humiliation and bullying.

SCHOOL CONTEXT

This *Policy and Agreement* addresses student use of school devices within St John's Primary School, Mullumbimby. It also includes access to and usage of school devices, services (including the internet access) and digital technologies including but not limited to:
- Email (From Year 3)
- Video and photo sharing websites (Youtube)

- Corporate and personal blogs
- Micro-blogs (Twitter)
- Forums and discussion groups (Moodle)
- Wikis
- Vod and Podcasts,

The Policy and Agreements are designed to ensure that staff, parents and students understand the rules that apply to technology use within the school context. The same standards of good and appropriate behaviour that are expected in our staffroom, playground and classrooms are expected when using the school and personal devices, Technologies and Services. At St John's we aim to develop responsible, safe and ethical digital citizens who are proficient in their use of technology.

Currently, St John's is **not** a BYOD (Bring Your Own Device) school. BYOD is a situation where students are able to bring their own devices to use in class for learning. Students of St John's are **NOT** required to bring their own device for the purposes of learning. Students who bring mobile phones or other mobile devices do so in line with St John's Mullumbimby *Mobile Phone/Device Policy*.

ACCEPTABLE USE and CYBER SAFETY

EXPECTATIONS of USE

All students at St John's who use digital technologies must sign and agree to the school ICT User Agreement. This document is filed in student files in the office. The Leader of Pedagogy will collate and store class lists and notify teachers of student who have not agreed to the terms of use.

Students who have **not signed** the ICT User Agreement **must** be monitored closely by the teacher. This means the student must be working in direct view of the teacher.

Each term teachers **must** review the school expectations of using ICT, through the ICT User Agreement statements.

It is the responsibility of the staff at St John's, Mullumbimby to ensure all students at St John's will be exposed to and use a variety of digital technologies and ICT tools. The use of these digital technologies are guided by the following principles:
- They are integrated authentically across all key learning areas,
- Teachers will instil our learners a strong command of information technologies and knowledge with a focus on digital citizenship,
- They enhance teaching and learning programs,

- They are used to achieve learning outcomes,
- Their use is drive by data and curriculum requirements,
- Their use is carefully monitored by teachers,
- They are used to provide information, digital texts and work samples.

Students who break the conditions of the user agreement are subject to a range of consequences. These could include:

- Loss of use of school devices and internet.
- The Principal contacting parents.
- Legal action.

The students of St John's are provided with the Google Apps for Education suite of products for use in curriculum related activities and for collaboration and communication with the teacher and other students. Their account includes access to an email account (Google mail), Google drive, calendar, sites, and documents. These applications are accessible both from school and the home if an internet connection is available. Students are also able to access a variety of other services including printing and internet access while on site. This internet access is filtered by the Catholic Schools Office, Lismore. This filter, as far as possible, restricts St John's user access to sites which have been deemed inappropriate. e.g all social media sites. **This filter is not active in the home environment, and therefore parents are asked to supervise student internet access at home.**

The cost of providing network infrastructure, upgrades, training, licensing, servicing, Internet access, filtering, school-based applications and cloud storage is met by the school.

Users of the St John's system are not to store, play or share information on the network or on any device that is inappropriate. Inappropriate material is defined as including, but not limited to:

- Illegal or unlicensed software, video and music files that contravene copyright, and content rated above 'G'.
- Unacceptable remarks, including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material or demands including images, video, audio and text..
- Explicit or suggestive material or correspondence including images, video, audio and text.
- False or defamatory information about a person or organisation including images, video, audio and text..
- Using the school name or crest without the written permission of the Principal

- If users are found to have accessed, stored or shared inappropriate material on devices or the network they will be in breach of this policy and subject to the school **Well Being Policy**.

INTERNET USE and DEVICES

INTERNET and SOCIAL MEDIA USE

All student users are subject to the expectations of the St John's ICT User Agreement, St John's **Digital Technology Acceptable Use, Cyber Safety and Social Media Policy** and the **Diocesan Digital Technology and Social Media Policy**. All CSO staff, volunteers and visitors are subject to the **Diocesan Digital Technology and Social Media Policy**. As such inappropriate use of the internet will be subject to the terms of these agreements and policies.

TEACHING CYBER SAFETY

This document clearly states the expectations of cyber safety at St John's, Mullumbimby. This document in conjunction with the school **Anti-Bullying Policy**, as part of the **Well Being Policy**, clearly state the expected standard of student behaviour.

At the beginning of each term teachers are required to review the school student user agreement with classes to remind learners of their rights and responsibilities related to use of digital technologies.

Additionally, in the Personal Development, Health and Physical Education curriculum there are units in every year level which are associated with teaching and learning of skills and knowledge related to cyber safety. The school also provides sessions with Police Youth and Liaison Officers for Stage 2 and Stage 3 students and their parents in relation to cyber safety.

Teachers are also expected to highlight and explain appropriate measures when relevant teaching opportunities arise. These 'in the moment' or unplanned teaching opportunities may arise from student discussion, media reports or incidents at school.

REPORTING RESPONSIBILITIES

As a requirement of the school ICT User Agreement students are required to notify their teacher if they receive emails, messages or suspect their user details have been misappropriated that they consider to break the user agreement. The teacher will then follow the process of action outlined below.

The teacher is responsible for monitoring student use of digital devices in the classroom. If they become aware of misuse they should notify the Assistant Principal and Principal immediately.

If a Teacher's Assistant should become aware of digital device or internet misuse they should immediately notify the class teacher/Assistant Principal/Principal.

The school will investigate and take action where ethical, safety and security issues, behaviours and concerns arise in school and outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. When using school and services students will:

- Ensure that they access the Internet only within the school proxy and filtering system provided.
- Ensure that communication through Internet and email services is related to learning.
- Log off at the end of each session to ensure that nobody else can use their account.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable or unsafe.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- Use appropriate privacy controls for all internet and app based activities. e.g. turning off geo location settings
- Ensure that school services are not used for unauthorised commercial activities, buying and/or selling items online, online gambling or any unlawful purpose.

2. When using the school services students will not, and will not attempt to:

- Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
- Access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive
- Allow others to use their personal accounts.
- Deliberately use the digital identity of another person to send messages to others or for any other purposes.

- Enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Trespass in another person's folders, work or files.
- Disclose personal information about another person (including name, address, photos, phone numbers)
- Distribute or use information which is copyrighted without proper permission.
- Capture, record, store, transfer or upload audio, images, video or text of any members of the school community without their consent.
- Keep personal information including names, addresses, phone numbers, photographs, credit card details, iTunes account logins and telephone numbers, of themselves or others, private.
- Use inappropriate or obscene language that may be offensive to other users
- Making personal attacks on or about other people
- Send, post or upload false information about a person, group or organisation that might injure the reputation of that person, group or organisation

PROCESS of ACTION

Should a St John's School staff member become aware of a breach in the acceptable use policy they should immediately contact the Assistant Principal or Principal. They will then:

1. Investigate the incident.
2. Call parents of students involved.
3. Determine appropriate consequences.

St. John's Student ICT and Social Media Agreement

As a student at St. John's Primary School, I agree to:

✓ Use electronic devices like iPads, laptops and cameras for the purpose of learning only.

✓ Not use electronic devices for anything inappropriate or in a way that may harm me or others.

✓ Not sharing passwords or logins with anyone else.

✓ Not changing any settings on devices I am using.

✓ Using devices and social media appropriately at home. I will not contact my school friends via school email or social media in a way that may be considered bullying or inappropriate.

✓ Giving up my rights to Internet access and the use of electronic devices if I break this agreement.

✓ Use the internet and Google Applications appropriately as a responsible digital citizen.

✓   Comment on my own and other's work in a respectful and constructive manner.

My name: _____

My signature: _____

Parent name: _____

Parent signature: _____

St. John's Student ICT and Social Media Agreement - Parent Responsibilities

It is essential for parents to do the following when discussing the St John's Student ICT and Social Media Agreement with their children.

- ✓   Read and discuss this *Policy and Agreement* with my child at an age appropriate level.
- ✓   Work with the school to assist my child to abide by their responsibilities in this policy and agreement.
- ✓   Work collaboratively with the school to promote a safe learning environment for students.
- ✓   Take responsibility for my child's access and online activities at home.

✓ Model appropriate use of technology.

✓ Notify the school promptly about Cybersafety issues that arise.

✓ Supervise and discuss internet content and time spent using technology to help children grow into ethical, safe and responsible digital citizens.

✓ Report serious out-of-school hours Cyberbullying to the Police and as relevant to the school.

✓ Follow due process and use relevant procedures when bringing disputes, complaints and grievances to the notice of a teacher and/or Principal or school.

STORAGE of DEVICES

Devices are stored in classrooms. Each teacher is responsible for allocating an area in the classroom for storing and charging of all devices. Students should be involved in learning to store and care for devices.

Teachers and students must ensure that devices are ready for learning and charged for use. Should any devices need repairing follow the procedures listed below.

ACQUIRING and REQUESTING DIGITAL TECHNOLOGIES and APPLICATIONS/SOFTWARE

There are several steps in acquiring new digital technologies and/or applications or software for these technologies. It is important these protocols are adhered to.

Repairing Digital Technologies - Hardware

1. In the event that current digital technologies break or require repairing, please help desk the school Technology Officer via the CSO Help Desk.

2. The school Technology Officer will then discuss options with the Principal for repair or replacement.

Requesting Digital Technologies - Hardware

1. Requesting new hardware must be discussed with the Principal.

Requesting Digital Technologies - Software or Applications

1. For students with additional needs, teachers may feel that software or additional hardware is required to support these students. Teachers should first discuss concerns with the school Additional Needs Teacher (ANT). The ANT will then discuss the request with the Principal.
2. For all other software or applications for iPads/Chrome Books, teachers should discuss their requested with the Leader of Pedagogy (LOP). The LOP will then discuss with the Principal and lodge an appropriate Help Desk with the school Technology Officer.