

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 St Jude's Primary School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within 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 St Jude's Primary School 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 St Jude's Primary School are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Jude's Primary School, 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 St Jude's Primary School in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Jude's Primary School 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 St Jude's Primary School.

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 St Jude's Primary School 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 St Jude's Primary School 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 St Jude's Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Jude's Primary School 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 St Jude's Primary School 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 St Jude's Primary School 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 St Jude's Primary School 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 St Jude's Primary School.

Duty of Care

St Jude's Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Jude's Primary School 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. principal, Regional General 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 activated, and where appropriate, passwords are used by staff and students of St Jude's Primary School. Firewalls will 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 St Jude's Primary School 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. St Jude's Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Jude's Primary School 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

Prep - 2 students/families see Appendix 1.

3-6 students/families see Appendix 2.

Students

St Jude's Primary School provides students and parents/guardians/carers with the following:

- a copy of St Jude's Primary School Acceptable Use Agreement
- 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/carer 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. St Jude's Primary School provides staff with the following:

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

Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student and Learning Technologies
Approving authority	MACS Executive Director
Assigned board committee	Education Policy and Strategy
Risk rating	High
Approval date	14 September 2022
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Related documents	ICT Acceptable User Agreement – Staff ICT Acceptable User Agreement – Students
Superseded documents	ICT Acceptable Use Policy – v1.0 – 2021
New policy	

RESPONSIBLE USE OF DIGITAL TECHNOLOGIES

USER AGREEMENT

FOR YEAR PREP - 2 STUDENTS



The **St Jude's Primary School Responsible Use of Digital Technologies User Agreement** consist of several guidelines, policies and statements. These are documents are

Section A: Introduction

Section B: Cybersafety Expectations for Primary Year P-2 Students

Section C: Google Workspace for Education

Section D: St. Jude the Apostle School Mobile Phone Policy

Section E: Online and Collaborative Tool Policy

Section F: eSmart Cybersafe Permission and Agreement

Section G: Permission to Use Student Images and/or Work in an Online Capacity

All of the documents can be accessed in the following way:

- hard copies at the School Office
- via Operoo (formerly Caremonkey)

As members (staff and students) of the St Jude's School Community it is your responsibility to make yourself aware of these important documents.

Instructions for parents*/caregivers/legal guardians

1. Please read all Sections related to the **School Responsible Use of Digital Technologies User Agreement document.**
2. Discuss the cybersafety rules with your child.
3. Sign **Section F: eSmart Cybersafe Permission and Agreement** form and return to give consent and agreement.

SECTION A

INTRODUCTION - eSMART

The measures to ensure the cybersafety of students at St. Jude the Apostle Scoresby outlined in this document are based on our core values.

When a person is 'eSmart' they demonstrate safe and responsible use of Internet resources and ICT equipment or devices.

The school's computer network, Internet access facilities, iPads, computers, chromebooks and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St. Jude's and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include Responsible Use of Digital Technologies User Agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations.

This Responsible Use of Digital Technologies User Agreement includes information about **your** obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

The school's computer network, Internet access, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The school will monitor traffic and material sent and received using the school's ICT network. The school utilises filtering and/or monitoring software to restrict access to certain sites and data, including email.

Students must not knowingly access or try to access any material that is not appropriate for school use. Filters are in place that restrict students to Education approved sites where possible. **Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**

Throughout the year your child's image (photo) and/or work samples might be considered for use in newsletters, displays or posted online. In cases a high level of consideration is given to maintaining the privacy of students. Please see section D of this user agreement to indicate approval of use of images.

When a student's image is being considered for use within ICT or web tools for educational related matters, staff at St Jude's use the Online and Collaborative Tool Policy to ensure that the image's are used appropriately.

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'.*
- (b) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.*

SECTION B

EXPECTATIONS TO HELP KEEP St. Jude's STUDENTS CYBER SAFE

These expectations will help us to stay safe when using ICT at school.

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

- The school may suspend my access to ICT equipment until my parent/s have signed my use agreement form (see Section F) and the completed form has been returned via Operoo to school.
- I can only use the computers and other ICT equipment for my schoolwork and only with my teacher's permission.
- I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
- If there is something I'm not sure about I will ask my teacher.
- I will not use the Internet, email, iPads, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people.
- I will not tell anyone my password.

If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:

- | |
|---|
| <ul style="list-style-type: none">• Not show others• Turn off the screen and• Get a teacher straight away |
|---|

I must not bring any ICT equipment/devices to school unless I have been invited to do so by my teacher. This includes things like mobile phones, iPads, games, cameras, USB drives and software.

I will ask my teacher's/parent's permission before I put any personal information online.

Personal information includes:

- Name
- Address
- Email address
- Phone number(s)
- Photos

I will be careful and will look after all our school ICT equipment by:

- Not being silly and playing around with it.
- Following our school cyber safety rules.
- Telling a teacher about anything wrong or damaged.

I understand that if I break these rules there will be consequences in line with the school general consequences which includes loss of privileges, note to parents and/or meeting with parents, personal apology and reparation to the injured party/ies. In serious cases the school may take further disciplinary action against me. I also understand that my family may be charged for repair costs.

SECTION C

GOOGLE WORKSPACE FOR EDUCATION

Google Workspace for Education is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered to be working "in the cloud."

The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device.

Google Workspace for Education is a special setup of the popular Google Apps, tailored specifically for educational institutions. Specifically this means that accounts are managed by the St Jude's Primary School (and not by Google) and all advertisements are turned off. This service is available through an agreement between Google and St Jude's Primary School.

Google Workspace for Education operates using our existing domain (sjscoresby.catholic.edu.au).

The students' Google Workspace for Education account will allow access to school Gmail, Calendar, Contacts, Drive, Docs, Slides and Sheets, Google Classroom and Sites. All Google Workspace for Education account holders also have access to a number of other learning, collaborative and productivity based tools that may be utilised within the School as per the Web 2.0 Tools Policy. This includes, but is not limited to SeeSaw.

The Google agreement with St Jude's Primary School provides access to Google applications and storage. While Google hosts these services off-site from the school grounds, St Jude's Primary School maintains the ability to manage users, groups and settings, much like other locally hosted systems. All users of the St Jude's Primary School Google Workspace For Education need to be aware that the St Jude's Google Administrator can access, manage and monitor accounts and activity within the Google Workspace For Education domain.

St Jude's Primary School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

Google Workspace For Education, including Gmail stores information (including personal and sensitive information) in the "cloud" so the contents of this email and any attachments may be transferred to a country where Google provides the Google App services. Catholic Education Commission of Victoria (CECV) and St Jude's Primary School have made reasonable efforts to ensure information accessed by the Google App will be stored in a country where the privacy laws offer protection similar to that provided by the Australian Privacy Principles. The school's privacy policy is available on the website.

See the link below for the full Google Workspace For Education Terms of Service.

www.google.com/apps/intl/en/terms/education_terms.html

SECTION D

STUDENT MOBILE PHONE POLICY

Rationale

St Jude's School realise that some parents/carers support and encourage their children to carry a mobile phone. A mobile phone can be of some use as a protection from danger on the way to and from school or when normal travel arrangements break down. They can also be useful for sports practice especially when exact times may vary. Mobile phones, however, can easily be improperly used, lost or damaged and therefore must be effectively managed.

Aims

To facilitate the benefits of student owned mobile phones whilst managing the problems they can potentially cause.

Implementation

- Students are able to bring personal mobile phones to school for health, safety or personal reasons that justify the student being in possession of a mobile phone.
- The school does not accept responsibility for lost or damaged student mobile phones.
- It is a parents'/carers' choice to send a student to school with a mobile phone therefore they take responsibility for loss or damage to the mobile phone.
- Once on school grounds students are not permitted to use their phones. (The use of a mobile phone includes calls, SMS messages, recording audio, photographs or video, listening to music, games and accessing the internet and all other features.)
- Mobile phones must be switched off once a student arrives on schools grounds in the morning.
- Mobile phones are to stay in students' bags all day (8:45am-3:20pm).
- At the end of the day when classes are dismissed students are able to check their messages or contact parents/carers while on school grounds.
- If a student uses a mobile phone contrary to this policy, it will be confiscated and held by the Office until a student's parents/carers come to collect the device. Parents will be contacted to inform them of the phone's confiscation. Examples of unacceptable mobile phone use include bringing a mobile phone to classes, meetings, assemblies and other organised activities.
- If a student re-offends the mobile phone will be confiscated and retained until a meeting is arranged between the Principal, the student and his/her parents/carers to establish a course of action.
- No mobile phones are to be taken on school camp.

Evaluation

This policy will be reviewed as part of the school's review cycle or as required

Review Date: February 2023

SECTION E

ONLINE AND COLLABORATIVE TOOL POLICY

Updated February 2023

At St. Jude's we realise that part of contemporary learning is adapting to changing methods of communication. These contemporary methods of communication involve the application of digital environments for learning such as blogs, collaborative tools, student digital journals (SeeSaw), Google Classroom and Google Sites. The importance for teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of contemporary learning. Students need to develop digital citizenship skills to participate online safely. Educators need to structure authentic learning to allow students to experience online interaction, make wise choices and be cautious in an online community.

General Guidelines

St. Jude's school encourages students and staff to work, learn and share information collaboratively using online and collaborative tools. Many of these tools can be used in a secure, controlled environment. To maintain a safe environment for the students, online activities must take place within a controlled and moderated setting.

It is important to create an atmosphere of trust and individual accountability, keeping in mind that information published on the Internet by staff and students is subject to the St. Jude's Staff and Student Responsible Use of Digital Technologies User Agreements.

USE OF IMAGES AND ONLINE VIDEO:

All staff at St. Jude's have a legal and ethical responsibility to provide a safe learning environment. Therefore, no images of students are to be published without parental consent.

Staff must work within the following requirements when publishing or viewing online still images or video:

- When images of students are published online, images should generally be of groups of students that show or demonstrate some evidence of learning.

- Only use appropriate images of students or student work. An 'appropriate' image is an image where students are involved in school or educational activities.
- When viewing or accessing YouTube, staff must watch any video clip they plan to show students BEFORE the clip is viewed in class. This prevents any risk of inappropriate material unexpectedly being shown.
- Staff are encouraged to use the SAFE MODE for YouTube: go to www.youtube.com, go to settings and check the 'safety mode' is on.
- If a student unintentionally discovers an image or text that is inappropriate or makes them feel uncomfortable they must SWITCH OFF THE MONITOR IMMEDIATELY and alert a teacher. The teacher will then investigate and report the incident to the ICT Leader and/or the Principal.

PERSONAL IDENTITY AND CYBERSAFETY

NO PERSONAL INFORMATION: Never post or share YOUR personal information or your FRIEND'S personal information online, only use FIRST NAME. Personal information includes a surname, address, phone number, personal email address or banking details.

KEEP PASSWORDS PRIVATE: Never share your Internet passwords online. It can be a good idea to give your password to mum and dad or a teacher, just in case you forget it!

IT'S ALL ABOUT RESPECT: All users should remain respectful. Don't post rude or inappropriate comments on our blog. When we comment on someone else's post, be sure that it is positive and constructive.

USE YOUR MANNERS – DO NOT PLAGIARISE!: Be sure to give credit where credit is due. Link to other websites that you refer to in a post and if you use other people's images, be sure to attribute the artist to the work, and thank them!

NEVER MEET: Never meet people face-to-face that you ONLY know online.

PROOF READ AND EDIT: Proof read your comments carefully. Make sure that there is correct spelling and grammar so that your audience can read your work.

APPROPRIATE PHOTOS: We only share photos of ourselves and our work if we have parental consent. All photos must be related to school based activities.

SECTION F

YEAR P-2 RESPONSIBLE USE OF DIGITAL TECHNOLOGIES USER AGREEMENT FORM INCLUDING PHOTO CONSENT

I understand that St. Jude the Apostle, Scoresby will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this Responsible Use of Digital Technologies User Agreement and related sections.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school using CareMonkey or a hard copy of this document.
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT.
- I will contact the classroom teacher, student wellbeing leader, ICT leader or principal to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time. Please note that the first point of reference is the classroom teacher.

Please CUT ALONG THE LINE below, and return this the form below to your child's teacher.

YEAR P-2 RESPONSIBLE USE OF DIGITAL TECHNOLOGIES USER AGREEMENT CONSENT FORM

I have read this Responsible Use of Digital Technologies User Agreement and I am aware of the School's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

I realise that inappropriate use of ICT equipment will result in the student losing the privilege of using ICT equipment for a set period of time.

I understand that the student mobile phone policy and its requirements form part of this agreement and I have read and understood the implementation of the school policy regarding use of mobile phones for students.

I understand that my child will be issued with a Google Workspace For Education account and that it will be managed by the St Jude's Google administrator. I understand that information stored and utilised within Google Workspace For Education is stored on Google servers offsite in Australia and abroad.

I understand that student and school records including student Personal Learning Plans (PLP) and Behaviour Management Plans may be stored in Google Drive which is a secure and restricted "cloud-based" storage service that is managed by St Jude's Primary School to the best of its ability.

By signing below you acknowledge and accept the following statements.

Student's Name:.....

Student's Signature:.....

Parent's Name:

Parent signature:

Date:

SECTION G: Permission to Use Student Images and/or Work in an Online Capacity

In order to make our online facilities more student centred, St Jude's Primary School seeks the permission of Parents/Guardians to allow 'online' publication of an image of your child and his / her school work.

With permission, an image of your child or their work may appear in the following:

- *Class Blogs or SeeSaw* – Online class page - **Restricted access to students/parents/school community.**
- *Google's Google Workspace For Education incl Drive* - **Restricted access to students/parents/school community**
- *School Website*
- *School Newsletter- available in printed form and via email through Skoolbag*
- *School Presentations*– Data show/PowerPoint/Digital Signage form displayed around School, Office, Hall or Church.

Please note that the school will adhere to the **following guidelines** for reasons of acceptable use

- Student photos, video or work may include given names (First name only)
- Details relating to the identification of the student will not be made available.
- **Student photos or video will generally focus on a group rather than an individual.**
- All images are maintained within the school's control by the Principal and the School ICT Leader.
- Measures to protect access to online photos or video will be constantly implemented and reviewed.

Please fill out the section below and indicate your preference then return it to your child's class teacher Attached to this form is the student agreement. Please read and sign. We thank you for your cooperation in this matter.

	YES	NO
I give permission for my child's image to be displayed in any online capacity or publication which is in accordance with the school guidelines as outlined above. (restricted access)		
I give permission for my child's work to be displayed in any online capacity or publication which is in accordance with the school guidelines as outlined above. (restricted access)		
I give permission for my child's work/image to be displayed in school presentation such as but not limited to powerpoint and digital signage displayed in School/Church setting only.		

Student Name: _____
 Class _____

Parent Name _____ Parent / Guardian
 Signature _____

Date _____

RESPONSIBLE USE OF DIGITAL TECHNOLOGIES *USER AGREEMENT* *FOR YEAR 3 - 6 STUDENTS*



The **St Jude's Primary School Responsible Use of Digital Technologies User Agreement** consists of several guidelines, policies and statements. These are documents are

Section A: Introduction

Section B: Cybersafety Expectations for Primary Year 3-6 Students

Section C: Google Workspace for Education

Section D: St. Jude the Apostle School Mobile Phone Policy

Section E: Online and Collaborative Tool Policy

Section F: eSmart Cybersafe Permission and Agreement

Section G: Permission to Use Student Images and/or Work in an Online Capacity

All of the documents can be accessed in the following way:

- hard copies at the School Office

As members (staff and students) of the St Jude's School Community it is your responsibility to make yourself aware of these important documents.

Instructions for parents*/caregivers/legal guardians

1. Please read all Sections related to the **School Responsible Use of Digital Technologies User Agreement document.**
2. Discuss the cybersafety rules with your child.
3. Sign **Section F: eSmart Cybersafe Permission and Agreement** form and return to the school office to give consent and agreement.

SECTION A

INTRODUCTION - eSMART

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Our school has rigorous cybersafety practices in place, which include Responsible Use of Digital Technologies User Agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations.

This Responsible Use of Digital Technologies User Agreement includes information about **your** obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

The school's computer network, Internet access, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

The school will monitor traffic and material sent and received using the school's ICT network. The school utilises filtering and/or monitoring software to restrict access to certain sites and data, including email.

Students must not knowingly access or try to access any material that is not appropriate for school use. Filters are in place that restrict students to Education approved sites where possible. **Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**

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Important terms used in this document:

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- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.*
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- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.*

SECTION B

RULES TO HELP KEEP St. Jude's STUDENTS CYBER SAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. The school may suspend my access to school ICT equipment, until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own username, I will log on only with that user name. I will not allow anyone else to use my username.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school/home when a teacher/parent gives permission and an adult is present.
7. I understand that I must not, at any time, use the iPads, computers, intranet, Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
8. While at school or at home, I will not:
 - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing.
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean, rude, inappropriate or things I know are not acceptable at our school on any ICT, I will:
 - Not show others
 - Turn off the screen and
 - Get a teacher/parent straight away.
10. I understand that I must not download or copy any apps or files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
11. I must have a letter from home and/or permission from school before I bring any ICT equipment/device from home.
12. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
13. The school cyber safety rules apply to any ICT brought to school, such as a mobile phone or USB drive.
14. I will remember that, if I do have a mobile phone and I bring it to school for safety reasons, that I need to make sure it is switched off and it is kept either at the school office or securely hidden away in my bag.
15. I will ask my teacher's/parent's permission before giving out any personal information online. I will also get permission from any other person involved.

Personal Information includes but not limited to:

- **Name**
 - **Address**
 - **Email address**
 - **Phone numbers**
 - **Photos**
15. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.

I understand that if I break these rules there will be consequences as per the school's general consequences which includes loss of privileges, note to parents and/or meeting with parents, personal apology and reparation to the injured party/ies. In serious cases the school may take further disciplinary action against me. I also understand that my family may be charged for repair costs.

SECTION C

G-SUITE FOR EDUCATION

(FORMALLY GOOGLE APPS FOR EDUCATION)

G-Suite for Education is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered to be working "in the cloud."

The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device.

G-Suite for Education is a special setup of the popular Google Apps, tailored specifically for educational institutions. Specifically this means that accounts are managed by the St Jude's Primary School (and not by Google) and all advertisements are turned off. This service is available through an agreement between Google and St Jude's Primary School.

G-Suite for Education operates using our existing domain (sjscoresby.catholic.edu.au). The students' G-Suite for Education account will allow access to school Gmail, Calendar, Contacts, Drive & Docs and Sites. All G-Suite for Education account holders also have access to a number of other learning, collaborative and productivity based tools that may be utilised within the School as per the Web 2.0 Tools Policy. This includes, but not limited to, Blogger, SeeSaw.

The Google agreement with St Jude's Primary School provides access to Google applications and storage. While Google hosts these services off-site from the school grounds, St Jude's Primary School maintains the ability to manage users, groups and settings, much like other locally hosted systems. All users of the St Jude's Primary School GAFE need to be aware that the St Jude's Google Administrator can access, manage and monitor accounts and activity within the GAFE domain.

St Jude's Primary School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

G-Suite for Education, including Gmail stores information (including personal and sensitive information) in the "cloud" so the contents of this email and any attachments may be transferred to a country where Google provides the Google App services. Catholic Education Commission of Victoria (CECV) and St Jude's Primary School have made reasonable efforts to ensure information accessed by the Google App will be stored in a country where the privacy laws offer protection similar to that provided by the Australian Privacy Principles. The school's privacy policy is available on the website.

See the link below for the full Google Apps for Education Terms of Service.
www.google.com/apps/intl/en/terms/education_terms.html

SECTION D

STUDENT MOBILE PHONE POLICY

Rationale

St Jude's School realise that some parents/carers support and encourage their children to carry a mobile phone. A mobile phone can be of some use as a protection from danger on the way to and from school or when normal travel arrangements break down. They can also be useful for sports

practice especially when exact times may vary. Mobile phones, however, can easily be improperly used, lost or damaged and therefore must be effectively managed.

Aims

To facilitate the benefits of student owned mobile phones whilst managing the problems they can potentially cause.

Implementation

- Students are able to bring personal mobile phones to school for health, safety or personal reasons that justify the student being in possession of a mobile phone.
- The school does not accept responsibility for lost or damaged student mobile phones.
- It is a parents'/carers' choice to send a student to school with a mobile phone therefore they take responsibility for loss or damage to the mobile phone.
- Once on school grounds students are not permitted to use their phones. (The use of a mobile phone includes calls, SMS messages, recording audio, photographs or video, listening to music, games and accessing the internet and all other features.)
- Mobile phones must be switched off once a student arrives on schools grounds in the morning.
- Mobile phones are to stay in students' bags all day (8:45am-3:30pm).
- At the end of the day when classes are dismissed students are able to check their messages or contact parents/carers while on school grounds.
- If a student uses a mobile phone contrary to this policy, it will be confiscated and held by the Office until a student's parents/carers come to collect the device. Parents will be contacted to inform them of the phone's confiscation. Examples of unacceptable mobile phone use include bringing a mobile phone to classes, meetings, assemblies and other organised activities.
- If a student re-offends the mobile phone will be confiscated and retained until a meeting is arranged between the Principal, the student and his/her parents/carers to establish a course of action.
- No mobile phones are to be taken on school camp.

Evaluation

This policy will be reviewed as part of the school's review cycle.

Review Date: March 2021

SECTION E

ONLINE AND COLLABORATIVE TOOL POLICY

Updated March 2020

At St. Jude's we realise that part of contemporary learning is adapting to changing methods of communication. These contemporary methods of communication involve the application of digital environments for learning such as blogs, collaborative tools, student digital journals (SeeSaw) and Google Sites. The importance for teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of contemporary learning.

Students need to develop digital citizenship skills to participate online safely. Educators need to structure authentic learning to allow students to experience online interaction, make wise choices and be cautious in an online community.

General Guidelines

St. Jude's school encourages students and staff to work, learn and share information collaboratively using online and collaborative tools. Many of these tools can be used in a secure, controlled environment. To maintain a safe environment for the students, online activities must take place within a controlled and moderated setting.

It is important to create an atmosphere of trust and individual accountability, keeping in mind that information published on the Internet by staff and students is subject to the St. Jude's Staff and Student Responsible Use of Digital Technologies User Agreements.

USE OF IMAGES AND ONLINE VIDEO:

All staff at St.Jude's have a legal and ethical responsibility to provide a safe learning environment. Therefore, no images of students are to be published without parental consent.

Staff must work within the following requirements when publishing or viewing online still images or video:

- When images of students are published online, images should generally be of groups of students that show or demonstrate some evidence of learning.
- Only use appropriate images of students or student work. An 'appropriate' image is an image where students are involved in school or educational activities.
- When viewing or accessing YouTube, staff must watch any video clip they plan to show students BEFORE the clip is viewed in class. This prevents any risk of inappropriate material unexpectedly being shown.
- Staff are encouraged to use the SAFE MODE for YouTube: go to www.youtube.com, go to settings and check the 'safety mode' is on.
- If a student unintentionally discovers an image or text that is inappropriate or makes them feel uncomfortable they must SWITCH OFF THE MONITOR IMMEDIATELY and alert a teacher. The teacher will then investigate and report the incident to the ICT Leader and/or the Principal.

PERSONAL IDENTITY AND CYBERSAFETY

NO PERSONAL INFORMATION: Never post or share YOUR personal information or your FRIEND'S personal information online, only use FIRST NAME. Personal information includes a surname, address, phone number, personal email address or banking details.

KEEP PASSWORDS PRIVATE: Never share your Internet passwords online. It can be a good idea to give your password to mum and dad or a teacher, just in case you forget it!

IT'S ALL ABOUT RESPECT: All users should remain respectful. Don't post rude or inappropriate comments on our blog. When we comment on someone else's post, be sure that it is positive and constructive.

USE YOUR MANNERS – DO NOT PLAGIARISE!: Be sure to give credit where credit is due. Link to other websites that you refer to in a post and if you use other people's images, be sure to attribute the artist to the work, and thank them!

NEVER MEET: Never meet people face-to-face that you ONLY know online.

PROOF READ AND EDIT: Proof read your comments carefully. Make sure that there is correct spelling and grammar so that your audience can read your work.

APPROPRIATE PHOTOS: We only share photos of ourselves and our work if we have parental consent. All photos must be related to school based activities.

SECTION F

YEAR 3-6 RESPONSIBLE USE OF DIGITAL TECHNOLOGIES USER AGREEMENT FORM INCLUDING PHOTO CONSENT

I understand that St. Jude the Apostle, Scoresby will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this Responsible Use of Digital Technologies User Agreement and related sections.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school using CareMonkey or a hard copy of this document.

- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT.
- I will contact the classroom teacher, student wellbeing leader, ICT leader or principal to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time. Please note that the first point of reference is the classroom teacher.

Please CUT ALONG THE LINE below, and return this the form below to your child's teacher.

**YEAR 3-6 RESPONSIBLE USE OF DIGITAL TECHNOLOGIES
USER AGREEMENT CONSENT FORM**

I have read this Responsible Use of Digital Technologies User Agreement and I am aware of the School's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

I realise that inappropriate use of ICT equipment will result in the student losing the privilege of using ICT equipment for a set period of time.

I understand that the student mobile phone policy and its requirements form part of this agreement and I have read and understood the implementation of the school policy regarding use of mobile phones for students.

I understand that my child will be issued with a G-Suite for Education account and that it will be managed by the St Jude's Google administrator. I understand that information stored and utilised within GAFE is stored on Google servers offsite in Australia and abroad.

I understand that student and school records including student Personal Learning Plans (PLP) and Behaviour Management Plans may be stored in Google Drive which is a secure and restricted "cloud-based" storage service that is managed by St Jude's Primary School to the best of its ability.

By signing below you acknowledge and accept the following statements.

Student's Name:.....

Student's Signature:.....

Parent's Name: **Parent signature:**

Date:

**SECTION G: Permission to Use Student Images
and/or Work in an Online Capacity**

In order to make our online facilities more student centred, St Jude's Primary School seeks the permission of Parents/Guardians to allow 'online' publication of an image of your child and his / her school work.

With permission, an image of your child or their work may appear in the following:

- *Class Blogs or SeeSaw* – Online class page - **Restricted access to students/parents/school community.**
- *Google Apps for Education G-Suite incl Drive* - **Restricted access to students/parents/school community**
- *School Website* -
- *School Newsletter*- available in printed form and via email through Skoolbag
- *School Presentations*– Data show/PowerPoint/Digital Signage form displayed around School, Office, Hall or Church.

Please note that the school will adhere to the following guidelines for reasons of acceptable use

- Student photos, video or work may include given names (First name only)
- Details relating to the identification of the student will not be made available.
- **Student photos or video will generally focus on a group rather than an individual.**
- All images stored on school digital services are maintained within the school's control by the Principal and the School ICT Leader.
- Measures to protect access to online photos or video will be constantly implemented and reviewed.

Please fill out the section below and indicate your preference then return it to your child's class teacher Attached to this form is the student agreement. Please read and sign. We thank you for your cooperation in this matter.

	YES	NO
I give permission for my child's image to be displayed in any online capacity or publication which is in accordance with the school guidelines as outlined above. (restricted access)		
I give permission for my child's work to be displayed in any online capacity or publication which is in accordance with the school guidelines as outlined above. (restricted access)		
I give permission for my child's work/image to be displayed in school presentation such as but not limited to powerpoint and digital signage displayed in School/Church setting only.		

Student Name: _____

Class _____

Parent Name _____

Parent / Guardian Signature _____

Date _____

	A separate permission form will be sent home for consent to publish photographs in newspapers/corporate blogs/websites. Tick the box if you are happy to be contacted.
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Please note your child will not be able to utilise digital technologies at school until this user agreement has been signed and returned to the classroom teacher.

	A separate permission form will be sent home for consent to publish photographs in newspapers/corporate blogs/websites. Tick the box if you are happy to be contacted.
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Please note your child will not be able to utilise digital technologies at school until this user agreement has been signed and returned to the classroom teacher.