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## 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 Clement of Rome Catholic Primary because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (MACS), a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite of digital technologies. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between St Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary in accordance with legal and moral requirements and expectations.

## Scope

This policy applies to members of the St Clement of Rome Catholic Primary 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 communicate 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** include 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 Clement of Rome Catholic Primary

**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 Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary against any student or staff member is who 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 Clement of Rome Catholic Primary.

**Duty of Care**

St Clement of Rome Catholic Primary will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Clement of Rome Catholic Primary will prepare staff to deal with these issues.

St Clement of Rome Catholic Primary will ensure that digital learning is conducted in a safe and responsible manner by staff and students and the use of online environments is for educational purpose, is appropriate and balanced. St Clement of Rome Catholic Primary will educate young people about responsible online behaviour.

To manage risk and support the safe and responsible use of digital technologies, the following areas need to be considered when planning for digital learning.

Supervision when using digital technology in the classroom

Consistent with their duty of care to students, teachers are required to adequately supervise students when using digital technology in the classroom. St Clement of Rome Catholic Primary has measures in place to ensure students are appropriately supervised when engaged in online learning. Such measures might include:

* moving around the room to regularly monitor screens
* installing remote access software that enables teacher access to individual students’ 1 to 1 learning device used in class
* actively reinforcing learning and behavioural expectations during the activity

Student online behaviour expectations: Acceptable Use Agreement

Students are aware of behavioural expectations when engaging in digital learning activities.

St Clement of Rome Catholic Primary will recommend that parents discuss, develop and implement a similar 'family agreement' at home. This will assist students to understand what is and isn't appropriate behaviour and that appropriate behaviour is expected everywhere and anytime they are online.

Privacy in online environments

All school and corporate staff must take reasonable steps to ensure that personal and health information they create, handle or have responsibility for are kept secure at all times, and only collect, use and disclose it in appropriate ways.

Online services and applications, including cloud technologies, often handle student or parent information. These services require personal details to create an account or ‘login’ and often also provide an opportunity for personal information to be created or stored within the software by a teacher and/or student.

Privacy impact assessments

When St Clement of Rome Catholic Primary stakeholders use an online service or application that handles personal information they must:

1. Obtain agreement to do so from the school principal or leadership team. This can be done via email or a meeting.
2. Conduct an assessment to identify any privacy and security risks, and document what actions are required to mitigate these.
3. Consider whether consent for use of the service is required, and if so, whether opt-in or opt-out consent is most appropriate for the specific situation.
4. Ensure parents are adequately informed about the use of the online service.

Cybersafety education

Online safety education is included within the school’s curriculum planning and taught explicitly.

* [Bully Stoppers](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx) — supports students, parents, teachers and principals in working together to make sure schools are safe and supportive places
* [classroom resources](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/classresources.aspx) — links to downloadable classroom activities, videos, interactive learning modules and quiz, advice sheets and other useful resources to use in the classroom
* [eSmart](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/esmart.aspx)— assists schools to develop a culture that promotes the safe, smart and responsible use of technology
* [the eSafety Commissioner](https://www.esafety.gov.au/) — the office provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying and image-based abuse

Responding to online incidents

St Clement of Rome Catholic Primary will respond to any online incident in accordance with the departments policy of reporting.

Students using mobile phones

From Term 1, 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours unless an exception has been granted.

Working with parents

Parents and/or carers have an important role in helping their children use digital technologies safely and responsibly. St Clement of Rome Catholic Primary aims to assist parents to support their children in the digital world by providing them with useful information about existing and emerging technologies, engaging them in the development and review of policies and inviting them to information sessions or distributing handouts on school expectations of acceptable use.

St Clement of Rome Catholic Primary has a responsibility to inform parents and/or carers of any learning spaces that they make available to students as well as the expected behaviours and protocols surrounding their use.

Parent information sessions

Parent information sessions focus on the safety and wellbeing implications of online environments in addition to any technical details parents might need to know to support their child at home. Information evenings can raise parent awareness about the safe and responsible use of digital technologies and provide parents with ideas about measures that could be taken at home.

While school and home environments may not be exactly alike, St Clement of Rome Catholic Primary will still promote general safety strategies and ease parental concerns. To this end, St Clement of Rome Catholic Primary will use their student engagement and bullying prevention policies and acceptable use agreements useful starting places for discussion.

### Monitoring

**Students**

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

**Staff**

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

**Security**

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

**Email**

Email service is provided for educational and administrative purposes. Staff and students at St Clement of Rome Catholic Primary 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 Clement of Rome Catholic Primary advises students and staff that they may be held accountable for the email they create and distribute using the network.

**Websites**

St Clement of Rome Catholic Primary may create, of 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**

STUDENT AGREEMENT

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

● Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate online behaviours).

● Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.

● Protecting the privacy of others, never posting or forwarding their personal details or images without their consent.

● Not bringing any digital device to school that I do not have a signed acceptable use agreement for.

● Talking to a teacher if I feel personally uncomfortable or unsafe online, or if I see others in unsafe, inappropriate or displaying hurtful online behaviours.

● Following all teacher instructions regarding the use of the Internet and E-mail.

● Only accessing appropriate information, which is relevant to my work.

● Getting permission from the teacher if I want to use information or pictures from the web.

● Thinking carefully about what I read on the internet, question if it is from a reliable source and use the information to help answer any questions.

● Taking great care of all ICT equipment in the school. This includes computers (Desktops, Laptops), interactive data panels, projectors, iPads, iPods, printers, microphones and headphones.

A student declaration outlining the conduct expected of students when using digital technologies. This should is aligned to the school’s student behaviour management policy.

**Acknowledgement** students and parents must declare their understanding of the Acceptable Usage Agreement by providing their signatures.

**Students**

St Clement of Rome Catholic Primary provides students and parents/guardians with the following:

* a copy of St Clement of Rome Catholic Primary 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 and school representative before the student is given access to, and use of, a school’s internet, network services and devices.

**Staff**

Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken by the Department.

Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group’s race, religion, national origin, physical attributes, or sexual preference will be transmitted.

Violations of any guidelines listed above will result in disciplinary action. Students are required to report cyber bullying and any other inappropriate use of ICT by informing their teacher immediately of any incident.

At St Clement of Rome it is not acceptable to be a bystander and not take action to protect being bullied or harassed. While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet.

In addition to school penalties, there are legal sanctions for improper use of the Internet. Safe and Responsible User Agreements support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies,

Staff are required to use the internet and network services in accordance with this and other policies. St Clement of Rome Catholic Primary provides staff with the following:

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

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by staff members prior to use of, a school’s internet, network services and devices.

## Related school policies

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