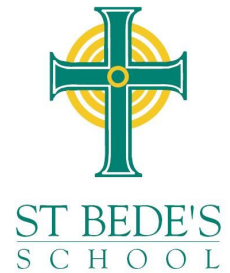# St Bede's School
Technology Responsible Use Policy and Agreement

Rationale

St Bede's School places a high priority on providing internet access and Information and Communications Technology (ICT) devices/equipment which will benefit student learning outcomes and the effective operation of the school. However, it recognises that the presence in the learning environment of these technologies can also facilitate anti-social, inappropriate, and even illegal behaviour and activities. St Bede's School has an obligation to maintain a safe physical and emotional environment for staff and students.

Our school aims, therefore, to maximise the benefits of these technologies, while at the same time to minimise the dangers and manage the risks.

This policy impacts on students in varying ways and times over the seven years of their primary school.

Policy

The technology program at St Bede's develops in our students the digital literacy skills they need to contribute in a connected world. We use technology to:
- facilitate creativity and innovation
- develop information fluency
- support communication and collaboration
- extend research and information fluency
- explore digital systems, data and information and create digital solutions
- model and practise safe, legal and responsible cyber behaviours

We seek to develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to enhance their learning. We create the safest online environment possible.
The school addresses the need for relevant and ongoing education about Cybersafety. This covers areas such as cyberbullying, digital etiquette, digital security, care for devices and safe searching.

St Bede's provides access to the internet for students under the supervision of an adult. Students in Years 1-6 access the school's computer network and internet using their own personal username and password. Preps have a shared username and password which is sufficient for their activity level. Students must keep their password private and should tell Ms Fitzgerald (Technology Leader) immediately if they think their password is known by someone else.

Internet access will be permitted for educational purposes only. It is important to note that our students will not have full access to the Internet. Internet access is limited via Zscaler, a web filtering service provided to Victorian Catholic schools. Further to this, if students log into Chrome with their St Bede's account, Google safesearch is permanently set. Please note that Zscaler is only active when students use devices at school. Children are taught how to respond to unwanted material that may elude the filters.

Parents/carers are responsible for monitoring their child's use of technology in the home. We strongly advise that parents are aware of the age limits for social media accounts and discuss what sites children are accessing. Here is a link to further information for parents from the office of the Children's eSafety Commissioner: https://www.esafety.gov.au/education-resources/iparent

Network, Hardware and Software

We have a variety of devices for students to use at St Bede's including Desktop and Laptop Windows-based computers, Mac minis and iPads. Students in Years 3-6 have the use of a personal Chromebook provided by the school. We also have a technology lab and each classroom is equipped with a Commbox (interactive TV) for teachers and students to use.

St Bede's School, Balwyn North is connected to a Local Area Network (LAN) wireless internet within the Catholic Education Victoria Network (CEVN). Students also have access to the G Suite for Education (formerly Google Apps for Education (GAFE). The G Suite is a cloud based learning platform that allows teachers and students to use a number of educational applications including creating a range of documents online, access email, share calendars etc. It can be accessed at home and school on any device with an internet connection. Students also have access to a standard suite of software to support their learning needs, including many Open Source programs. We utilise the benefits of Web 2.0 technologies that allow us to interact with our families, other schools, outside
experts and the global community via a variety of tools, e.g. blogs, twitter, instagram, school app etc. Some programs and apps used, including the G Suite for Education are cloud based, and the information is stored potentially outside of Australia. Students are taught to be careful with the information they share through programs online.

The benefits include introducing students to the following concepts through authentic learning opportunities:

● Connected learning
● Increased opportunities for collaboration
● Creating a positive digital footprint
● Effective digital citizenship including netiquette
● Transparency and accountability
● Authentic Feedback from a variety of sources
● Web 2.0 tools e.g. Glogster, Blogs, Twitter etc.
● Writing and Creative opportunities

Cyberbullying

The forwarding of private emails, messages, pictures or videos or otherwise inappropriately communicating personal or private information belonging to another person constitutes cyberbullying. Logging on and pretending to be someone else as well as sending inappropriate images and intentionally excluding others from an online group also constitute cyberbullying. If this occurs either during school time or after school hours, it will constitute a breach of school policy and as such a student will be subject to disciplinary action.

Students who feel that they have been the victims of such misuses of technology should save and store the offending material on their computer, mobile phone or other device. In the classroom, they should minimise the screen and immediately report the incident to a teacher.

All reports of cyberbullying and other technology misuses will be investigated fully and may result in a notification to police where the school is legally obliged to do so. Technology privileges may be withdrawn.

Requirements regarding appropriate use of ICT in the school learning environment

In order to meet the school's legislative obligation to maintain a safe physical and emotional learning environment, and be consistent with the values of the school.

1. The use of St Bede's computer network, the G Suite for Education, internet access facilities, digital devices and other ICT equipment is limited to educational and creative purposes appropriate to the school environment.

2. St Bede's has the right to monitor, access, and review all the use detailed in point 1. This includes emails sent and received on school accounts, all content within google accounts, and on network facilities, either during or outside school hours if a need arises. This includes any use of the chromebooks in the students' homes.

3. The use of privately owned ICT equipment/devices on the school site, or at any school-related activity must be appropriate to the school environment. Students are to take full responsibility for the loss or damage of any personal equipment/devices brought from home. Equipment/devices could include a mobile phone, laptop, camera, recording device, or portable storage (like a USB, external hard drive or flash memory device). Anyone unsure about whether or not it is appropriate to have a particular device at school or at a school-related activity, or unsure about whether the planned use of a particular device is appropriate, should check with the teacher and/or the Principal.

4. Students may bring a mobile phone to school. It is to be used for emergencies only and is to be kept in the student's bag. Any use of a mobile phone during school time should be authorised by school staff.

5. Note that examples of a 'school-related activity' include, but are not limited to, an excursion, camp, sporting or school community event, wherever its location.

6. The school takes all reasonable precautions to screen material being accessed through information systems such as the internet. However, it may not always be possible for the school to filter or screen all material. This may include material which is inappropriate in the school environment. It is the expectation that each individual will make responsible use of such systems.

7. Students and staff are not permitted to disclose their own or another person's password.

8. Students are not permitted to load applications, programs or files to the school hardware.

9. Students are permitted to use school email, however the use must be appropriate.

10. Students must complete a Student User Agreement form, countersigned by their parent/caregiver on Care Monkey. When accessing the internet, students must be responsible for their own actions.

11. Students must be academically honest and not use someone else's words or ideas without giving credit. Copyright procedures when using content from websites must be adhered to. Students must express information using their own words, and when necessary, seek permission to use images and cite sources of information.

12. Although many forms of social media have a minimum age of 13 (e.g Facebook, Twitter) and are out of bounds for our students to use, students are encouraged to access the school blogs and school Twitter account from the school website. Posts and comments can be moderated by teachers on the school blogs. Students may write content for tweets but only teachers will actually write the tweets on the Twitter account and posts on our Instagram account. Students may share work in Google Apps (e.g. Docs and Slides) and comment on each other's work. Any comments made are to be constructive and appropriate. Online comments should at all times show respect for the dignity of each person.

Care for Chromebooks (Years 3 - 6) and Home Use

1. Students must take their chromebook home each evening and return it the next school day fully charged .

2. When being transported to and from home, the chromebook must be stored in the chromebook case. The Chromebook case must be carried inside the school bag and the school bag must be fully closed.

3. Ensure the device is turned off or in sleep mode when travelling to and from school.

4. Ensure that the device is on a secure, stable surface when in use.

5. Ensure the device lid is closed and the device is carried with two hands when moving the chromebook around a room or the school.

6. If a chromebook is stolen or damaged, the student or his/her parents must report it immediately. Parents or students are not authorised to repair the chromebook. While the chromebooks are under warranty, accidental breakage may require the device to be replaced at the cost of the parent/guardian. If stolen, the parent must report this to the police.

7. It is the parent's/guardian's responsibility to supervise the information that a student is accessing from the internet while at home. It is recommended that devices are used in a visible, supervised place in the house not in the bedroom.

8. The school have placed a named label and ID label on the chromebook. Placing other stickers on, writing on or engraving school devices is prohibited.

9. Devices should be protected from extremes in temperature, food and liquids.

10. Students should never share personal information (e.g surname, address, school, age) about themselves or others while using the internet.

11. Inappropriate use at home may be detected via an audit and may be subject to disciplinary action.

Go Guardian

St Bede's has purchased an extra filtering software for the Chromebooks called 'Go Guardian', which allows the school to monitor students' use of internet sites both at school and at home. We have blacklisted a number of site categories and will receive notification of any access to 'severe' sites. There is still a responsibility on staff at school and parents/carers at home to monitor students' online activity.

Audits

1. The school will occasionally conduct an internal audit of its computer network, Internet access facilities, G Suite for Education network (including home use), computers and other school ICT equipment/devices.

2. Where deemed necessary, stored content will be deleted. Staff and students will be notified prior to this taking place.

Breaches of this Agreement

1. Breaches of this Responsible Use Agreement can undermine the values of the school, the wellbeing of students and the integrity of the learning environment.

2. A breach, for example;
- antisocial activities like bullying comments on a shared Google Doc
- forwarding private emails of others or using a photo of a fellow student without their permission
- searching with rude terms or accessing an inappropriate website
- communicating/sharing documents with unknown persons outside of our network

may constitute a significant breach of discipline and possibly result in serious consequences. The school will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors on a case by case situation. Depending on the seriousness of a particular breach, possible school responses could include one or more of the following: a discussion with the student, informing parents, loss of ICT privileges, the family possibly having responsibility for the cost of ICT repairs or replacement, the school taking disciplinary actions which are outlined within the school's behaviour management policy.

3. If there is a suspected breach of the use agreement involving privately-owned ICT e.g. (USB flash drive) on the school site or at a school related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation into the alleged incident.

Definitions:

Acceptable/Responsible Use Policy is a document detailing the acceptable way in which technologies should be used responsibly by all members of the school community.

Copyright is the legal means by which creators control the use of their work. In Australia copyright is automatic and does not require registration. The purpose of a copyright policy is to ensure that school staff and students uphold the rights of creators.

Social Media are forms of electronic communication e.g. websites for social networking and blogging, through which users create online communities to share information, ideas, personal messages, and other content e.g. videos.

Cybersafety refers to the safe use of the Internet and Information Communication Technology (ICT) equipment/devices, including mobile phones, laptops, computers, iPads, iPods, cameras, USB and flash memory devices, webcams, and any other technologies as they come into use.

Cyberbullying is "a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others." (Belsey 2007)

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, another person by sending or posting inappropriate and hurtful e-mail

messages, instant messages, text messages, phone messages, digital pictures or images, or website postings (including blogs).

Student's Agreement

Students agree to:
- use the technology at school for learning, use the equipment carefully and safely and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- remember that the content on the web is someone's property and ask their teacher to help them get permission if they want to use information or pictures and give credit to the owner of the material
- be respectful in the way they talk to and work with others online and never write or participate in online bullying
- think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help them answer any questions
- keep themselves and their friends safe by not giving out personal details including full names, phone numbers, addresses and images and protecting their passwords
- not use technology during indoor lunchtimes
- keep personal mobile devices switched off and in their school bags during regular school hours.
- talk to their teacher or another adult if:
  ➢ they need help online
  ➢ they are not sure what they should be doing on the Internet
  ➢ they come across sites which are not suitable for our school
  ➢ someone writes something they do not like, or makes them and their friends feel uncomfortable or
  asks them to provide information that they know is private.
  ➢ they feel that the welfare of other students at the school is being threatened by online activities

At St Bede's we see that Internet and Digital Education and safety is a joint responsibility between home and school.

Parent's Agreement

- As the parent or guardian of this student, I have read the Technology Responsible Use Policy and discussed it with my child. I understand that technology is provided for educational purposes in keeping with the academic goals of St Bede's, and that student use, for any other purpose, is inappropriate.
- I understand that if my child breaches these conditions, the consequences could include suspension of computer privileges and/or disciplinary action and I will be notified.

- I recognise whilst filtering software keeps unwanted sites from our computers, it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.
- I understand that if a chromebook is stolen or damaged, I must report it to the school immediately, I am not authorised to repair the chromebook. I understand that although the chromebooks are under warranty, accidental breakage may require the device to be replaced at the cost of the family. If stolen, I must report this to the police.
- I understand that children's computer activities at home should be supervised and this will support the school with encouraging cyber-safe behaviours.