**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) USAGE POLICY**

## Vision
St Martin's Catholic Primary School is a school community that recognises the uniqueness of every person, nurturing faith and wellbeing, and pursuing excellence in education.

## Rationale
St Martin's Catholic Primary School offers an authentic learning environment, rich in ICTs, to engage, facilitate, transform and sustain informed teaching and learning practices for the 21st century. St Martin's Catholic Primary School is committed to assisting and facilitating students and teachers in becoming collaborative, confident, proficient, discerning, critical and responsible learners and teachers of current and emerging technologies, in order to operate and utilise the ICTs in a responsible, effective, safe and ethical manner.

St Martin's values lifelong learning and the dignity and worth of every individual. We advocate the implementation and integration of ICTs across all curriculum, learning areas and teaching practice, so that students and teachers may actively participate and confidently contribute as global citizens and make informed decisions in today's world.

## Statement
St Martin's Catholic Primary School is committed within its available resources to the provision of contemporary ICT infrastructure and resources equitably and in a safe learning environment to enhance teaching and the learning outcomes and wellbeing of its students.

### ICT as a Transforming Technology for Teaching and Learning
Communication enabled by the use of ICT can facilitate the relationship between the family, school, and the community. They provide new opportunities for parents and caregivers to engage with teachers, learning programs, and their children's or young person's progress. At St Martin's Catholic Primary School, all computers and technologies are tools for learning that are to be used in a responsible, efficient, ethical and legal manner.

## Implementation
**Key Principles underpinning the effective implementation and integration of ICT include:**
- curriculum integration
- empowerment
- supportive learning environment with equitable access and participation
- teacher education/professional development
- resource planning and management.

**Teachers' responsibilities include:**
- developing proficiencies in the utilisation of ICT for personal and professional use
- application of relevant documentation in planning and programming
- facilitating opportunities for students to effectively integrate ICT across curriculum to achieve specific learning outcomes
- ensuring equitable access of ICT for all students
- teaching and practising safe, ethical and responsible use and application of ICT
- an ongoing commitment to apply informed practice pedagogies and methodologies in teaching with ICT for our 21st century students
- seeking permission from parents when creating individual student accounts in an online product where a range of open-ended personal data may be stored
- provide students with an appropriate form of home online learning that meet the needs of all students when needed
- utilising any online programs provided by Catholic Education SA (CESA) or St Martin's effectively and adhere to the requirements given (Appendix E and F)

▪ adhere to conditions of the school's Staff Acceptable Use Agreement Guidelines (Appendix D) to be signed annually).

**Staff responsibilities include:**
▪ undertake appropriate training and professional learning activities in ICT
▪ be attentive to the content they are generating, sharing or drawing to the notice of others
▪ ensure adherence to appropriate boundaries in all use of ICT, including social networking sites and other means of electronic communications
▪ utilising any online programs provided by CESA or St Martin's effectively and adhere to the requirements given (Appendix E and F)
▪ assist in the development and review of, adhere to and enforce an Acceptable User Policy for the school/Catholic Education Office (CEO (Appendix A)
▪ adhere to conditions of the school's Staff Laptop Acceptable User Agreement Guidelines (Appendix D to be signed annually).

**Students' responsibilities include:**
▪ be made fully aware of safe, ethical and responsible use and application of ICT in their learning
▪ adhere to conditions of the school's Student Laptop Acceptable Use Agreement Guidelines (Appendix A, B and G to be signed annually)
▪ utilise ICT for a variety of purposes
▪ develop competencies to operate, investigate, create and communicate with ICT
▪ be encouraged to become discerning users of ICT and critically interpret and evaluate information from electronic sources
▪ develop an understanding of how ICTs are used in the workplace and impact in society
▪ develop appropriate attitudes and etiquettes in the use of ICT
▪ Access home online learning in a respectful and appropriate way when needed.

**Parental and Caregiver Responsibilities**
Parents and Caregivers should:
▪ encourage learning through the appropriate use of ICTs
▪ be attentive to the content that they and their children and young people are generating, sharing or drawing to the attention of others
▪ encourage their children to participate in all dimensions of life and develop skills and a knowledge base to contribute to their own safety and wellbeing
▪ oversee and support students when home online learning is required
▪ adhere to and enforce the Acceptance Use Policy for the School, Online Classroom Protocols and The Social Media Policy (Appendix A, C, E).

Where responsibilities are compromised through irresponsible or unacceptable use of ICT, consequences will be determined by the teacher, in consultation with the Leadership Team. The development and implementation of a management plan may result in restricted or total loss of access to some or all ICT for a nominated period of time. Full or limited use will be reinstated or monitored by the teacher in consultation with the Leadership Team.

Essential technological and information literacy skills will be explicitly taught to ensure ICT is successfully integrated across the curriculum to maximise learning opportunities and may include:
▪ correct terminology to describe ICT devices
▪ identifying issues for practices for using ICT in safe and responsible manner
▪ gathering, storing, retrieving, processing, manipulation of data
▪ working collaboratively and independently
▪ analysis, synthesis, evaluation and critiquing of information data for accuracy, relevance, completeness and credibility
▪ selection of appropriate ICT devices and strategies
▪ using ICT as a creative tool to represent ideas and create imaginative responses to problems and tasks
▪ using ICT tools to creatively document and demonstrate planning, thinking and learning
▪ using ICT for sharing and communicating ideas, understandings and responses
▪ opportunities to explore different digital media and apply suitable or agreed communication conventions and protocols
▪ interacting with a range of audiences in local and global contexts

- exchange ideas, collaborate, organise, present and develop new learning with individuals, groups or wider audiences
- applying ICT protocols and appropriate ethical expectations
- developing understandings of safe and responsible practices
- examining relevant issues inherent in particular ICT environments
- identifying the owner(s)/creator(s) of digital knowledge and acknowledge them
- using preventative strategies for addressing health and safety issues, personal safety and information security practices when using ICT
- identifying how ICT is used in the community and ways they impact on people
- designing and implementing simple visual programs which require user input.

### Resources
- Australian Curriculum; https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/information-and-communication-technology-ict-capability/
- Melbourne Declaration on Educational Goals for Young Australians;

  http://www.curriculum.edu.au/verve/_resources/National_Declaration_on_the_Educational_Goals_for_Young_Australians.pdf
- Information and Communication Technology (ICT) Policy, Catholic Education South Australia, March 2010

  CESA ICT Collection; https://online.cesa.catholic.edu.au/docushare/dsweb/View/Collection-4238
- NSW Department of Education; https://www.education.nsw.gov.au/policy-library/policy-listing/technology--devices-and-the-internet
- https://www.decd.sa.gov.au/parenting-and-child-care/your-childs-education/australian-curriculum-general-capabilities/information-and-communication-technology-ict

### Appendices
- Appendix A | Student Acceptable User Agreement
- Appendix B | Bring Your Own Device (BYOD) Acceptable User Agreement
- Appendix C | Social Media Policy
- Appendix D | Staff Acceptable User Agreement
- Appendix E | Online Classroom Protocols
- Appendix F | Staff working from home provisions
- Appendix G | St Martin's 1:1 Laptop Guide (pending)

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|---|---|
| **Implemented:** | 2018 |
| **Ratified by School Board**: | 2018 |
| **Reviewed**: | 2021 |
| **Next review**: | 2024 |

## STUDENT ACCEPTABLE USER AGREEMENT

This User Agreement sets out the terms in which you may access ICT facilities provided by St Martin's Catholic Primary School and Cloud Computing Services, including Microsoft O365, Edmodo, Edublogs, SeeSaw, Google maps etc. Cloud Computing Services involves the use of web-based services (rather than PC or school server) for functions such as email, OneDrive, OneNote, Microsoft Teams, SeeSaw, blogs, lodgement of assignments and data storage.

This User Agreement must be signed and returned to enable access to these services.

By signing this User Agreement you (including parents/guardians in the case of students under 18 years) are agreeing to the terms set out in this User Agreement, including the consequences of any breach of the terms.

### 1.  Privacy Consent
Information that you transfer or store using the school's Cloud Computing Services (including email, assignments, blogs and data storage) may be stored by Microsoft O365, Edmodo, Edublogs, or other Cloud Computing Service providers in the United States of America, or other such countries as the Cloud Providers may decide. By using the school's Cloud Computing Services, you are consenting the transfer to, and processing and storage of your information in, such overseas locations, even though the privacy laws in those countries may be different to the privacy laws in Australia.

### 2.  Acceptable Use
You agree that you will comply with all requirements as set out in this Agreement and all other relevant laws and restrictions in your access to the various information and communication technology resources through the school network (including email, the Internet, Cloud Computing Services and services provided through third parties), that you will not use Cloud Computing Services to do anything that is against the law, and that you will not:

  a)  Send or help to send unsolicited bulk email (spam);
  b)  Publish material that is hurtful or offensive to other people, including material that is defamatory, threatening or discriminatory;
  c)  Knowingly create or send any viruses, worms, Trojan horses or anything of a similar nature; or
  d)  Disable, change, reverse-engineer or otherwise interfere with the Cloud Computing Services.

Students are required to obtain teacher permission prior to establishing contact with participants not associated with their school.

### 3.  Monitoring
You agree that those people responsible for ICT systems at St Martin's will have the ability to (and may at any time) monitor your use of the Cloud Computing Services, including accessing and monitoring any data that you have sent or stored using the Cloud Computing Services, to ensure that you are using the Cloud Computing Services appropriately.

### 4.  Suspension or Termination of Use and other Consequences
If there is an emergency security issue, or if you are suspected of making inappropriate use of the Cloud Computing Services, your access to the Cloud Computing Services may be suspended or terminated. This means that you might not be able to access your school email, assignments, homework, blogs and data storage. If you are found to have made inappropriate use of the Cloud Computing Services, the school may also apply other disciplinary consequences.

### Agreement and Consent (Reception – Year 2 no student signature required)
I, the student named below hereby agree to comply with all requirements as set out in this agreement and all other relevant laws and restrictions in my access to various information and communication technology resources through the school network (including email, the Internet, Cloud Computing Services and services provided through third parties).

Name: _____ Class:_____ Signature: _____ Date:_____

### Parent/Guardian Consent
As the parent or legal guardian of the student named above, I consent to the student accessing the various information and communication technology resource through the school network (including email, the Internet, Cloud Computing Services and services provided through thirds parties) on the terms set out in this Agreement and all other relevant laws and restrictions.

Name: _____ Signature: _____ Date:_____

## BRING YOUR OWN DEVICE (BYOD) STUDENT ACCEPTABLE USER AGREEMENT

This is an agreement between students, parents and St Martin's Catholic Primary School in relation to the BYOD Laptop program 4-6 and students bringing their own devices for school use, accessing Cloud Computing Services and participating in the curriculum.

When using their own device to access the school network or any Cloud Computing Services I agree that I will:

## STUDENT RESPONSIBILITIES

- Follow the rules and expectations of this BYOD Acceptable Use Agreement and the ICT Acceptable Use Agreement for Students.
- Discuss the BYOD Acceptable Use Agreement and the ICT Acceptable Use Agreement for students with my parents/caregivers and then sign and return it to school.
- Keep my device inside my school bag when travelling to and from school and before going into class.
- Follow all instructions given to me by my teacher about using my device, including handing over the device if asked to by a teachers or my parents/caregivers.
- Only use my own device and not the device of anyone else without the permission of the teacher.
- Use my device away from food and drink. When I am not using my device I will place it on my desk safely.
- Use my device in the **classroom only** unless given permission by the teacher to be used somewhere else in the school.
- Be responsible for my **password**, including:
    - keep private my password for logging into the school network and O365
    - not give any other students my password
    - tell the teacher immediately if I think another person has found out or used my password
    - give my parents/carergivers the passwords to my school account.
- Use my device for **learning tasks**. Have permission from the classroom teacher before:
    - using the device or school technology
    - viewing YouTube or any other video/audio streaming apps/sites at school
    - downloading music, games, and videos during school
    - listening to music from my device
    - changing any passwords for my school account.
- Have permission from teachers and others involved before
    - taking photos, videos and audio recordings
    - publishing or sharing photos, videos and audio recordings of anyone.
- Understand my responsibilities in being a digital citizen before using any digital technology at school.
- I will:
    - be respectful of the privacy, well-being and safety of myself and others when using my device (and not share personal information such as names, addresses, photographs, telephone numbers of others and myself to anyone else)
    - communicate respectfully and appropriately with teachers and students.
- Make sure that any work completed by me on my device or school technology, is carefully written and presented with appropriate language and graphics.
- Follow all copyright laws taught to me, including not downloading software, music and videos without the permission of the owner of these. I will avoid copying and saying it is my own work by showing where I found all the information in my work (referencing).
- I will not access any social media applications when I am at school.
- Ensure the device:
    - is fully charged and ready for work each morning and the battery life is not wasted throughout the day
    - settings remain the same without any changes
    - is used in a way that does not have any negative effect on the teaching and learning of others (e.g. the volume is too loud)

- Report any loss or damage of my device immediately to my teacher and parents/caregivers
- Report any unsafe or inappropriate online behaviour to the teachers and parents/caregivers
- Regularly make sure that any work I do on the device is regularly backed up or saved to my school account or OneDrive account.

**I agree to abide by these responsibilities. I have read the above and understand that:**

- I will be responsible for my actions while using school technology and my device and for any consequences of allowing any other person to use my device.
- Inappropriate use of the device or the internet services and products provided by the school may result in these being taken away from me. There may be other consequences related to the affect my actions have had on others.
- If the actions I take are illegal, then these will be reported to the appropriate people, e.g. police as well as my parents/caregivers.
- The school and Catholic Education SA can look through my device at any time to see I am following this agreement.

Name: _____ Class:_____

Signature: _____ Date:_____

# SOCIAL MEDIA STUDENT ACCEPTABLE USER AGREEMENT

The purpose of this agreement is to articulate the position of St Martin's Catholic Primary School in relation to social media.

St Martin's is committed to:

- the use of social media to enhance learning and for business purposes
- fostering and supporting positive relationships where there is respect for all
- encouraging reflective and responsible practices around their use of social media.

Social media is and interactive digital platform for learning and communicating within and between communities and individuals.

This agreement applies to all staff, students and persons at St Martin's Catholic Primary School. It also applies to contractors, people on work experience, trainees and volunteers to the school.

In the social media arena, St Martin's is committed to:
- the ethical usage of digital communications in building respectful relationships that uphold the dignity of each person.
- building the school's learning community.
- the development of a positive school/ Catholic Education SA brand and digital footprint.
- developing our students digital citizenship to be respectful and appropriate users of social media
- the development of the strong positioning of St Martin's in the wider community and in the field of education.

## Digital Citizenship

Digital citizenship is at the very core of our education pillar: **We are Heart People who Reverence Relationships.**

We at St Martins are committed to educating and developing our students to be authentic digital citizens.

Digital citizens exhibit a positive attitude towards using technology that supports collaboration, learning and productivity. They demonstrate personal responsibility for lifelong learning in an online world.

Digital citizenship occurs by respecting self and others when online. In being respectful to others:
- Photographs/video/audio recordings made at school should only be school or curriculum related.
- Students are not permitted to use personal devices to photograph /video or record audio or upload content of themselves or others without student, or in some cases, parental permission, for publication.
- Students are not permitted to upload any files, photos or videos to applications or any form of social media or websites
- Digital citizens promote and model digital etiquette and responsible social interactions related to the use of technology and information.
- In being safe in an online world, students should avoid revealing their own and others personal information.
- Online communication should be positive, not bringing into disrepute themselves, others or the school community.
- Personal devices are to be used in the classroom only with the permission of the teacher or school staff.

## Agreement and Consent

I agree to comply with all requirements as set out in this agreement and all other relevant laws and restrictions in my use on any social media platform.

Name: _____ Class:_____

Signature: _____ Date:_____

This User Agreement sets out the terms on which you may access ICT facilities provided by St Martin's Catholic Primary School and cloud computing services, including Microsoft O365, Edmodo, Edublogs, etc. Cloud Computing Services the use of web-based services (rather than PC or school server) for functions such as email, one drive, blogs, lodgement of assignments and data storage.

You will need to sign and return this User Agreement to enable you to continue to access these Services.

By signing this User Agreement, you are agreeing to the terms set out in this User Agreement, including the consequences of any breach of the terms.

## Privacy Consent

Information that you transfer or store using the school's Cloud Computing Services (including email, assignments, blogs and data storage) may be stored by Microsoft O365, Edmodo, Edublogs, SeeSaw or other Cloud Computing Service providers in the United States of America, or such other countries as the Cloud Providers may decide. By using the school's Cloud Computing Services, you are consenting the transfer to, and processing and storage of your information in, such overseas locations, even though the privacy laws in those countries may be different to the privacy laws in Australia.

## Acceptable Use

You agree that you will comply with all requirements as set out in this Agreement and all other relevant laws and restrictions in your access to the various information and communication technology resources through the school network (including email, the Internet, cloud computing services and services provided through third parties). You will not use Cloud Computing Services to do anything that is against the law, and you will not:

- send or help to send unsolicited bulk email (spam);
- publish material that is hurtful or offensive to other people, including material that is defamatory, threatening or discriminatory;
- knowingly create or send any viruses, worms, Trojan horses or anything of a similar nature; or
- disable, change, reverse-engineer or otherwise interfere with the Cloud Computing Services.

## Monitoring

You agree that those people responsible for ICT systems at St Martin's will have the ability to (and may at any time) monitor your use of the Cloud Computing Services, including accessing and monitoring data that you have sent or stored using the Cloud Computing Services, to ensure that you are using the Cloud Computing Services appropriately.

## Suspension or termination of use and other consequences

If there is an emergency security issue, or if you are suspected of making inappropriate use of the Cloud Computing Services, your access to the Cloud Computing Services may be suspended or terminated. This means that you might not be able to access your school email, assignments, homework, blogs and data storage. If you are found to have made inappropriate use of the Cloud Computing Services, the school may also apply other disciplinary consequences.

## Process and Storage of Certain Records

You must not, without the specific written consent of the school Principal, use the Cloud Computing Services for the long term or permanent storage or retention of any of the following school records:

- taxation records including records relating to payroll tax and fringe benefits tax;
- employee records under applicable industrial legislation;
- workers compensation records;
- medical records;

- records relating to WHS (including occupational health, safety and welfare policies and procedures and any documents relating to injuries suffered in the course of employment);
- school attendance records.

## Care of Equipment

It is expected that you will assume responsibility for the proper care and use of the device.

- In the event of theft, you will need to notify the Police and receive a report number. This will then need to be given to the Business Manager so that an insurance claim can be made.
- Protect the device from damage, temperature extremes, sunlight, heat (enclosed vehicles), water or other elements that would damage the device.
  - Do not leave the device inside vehicles for any period of time. Leaving a device overnight in a vehicle can cause damage due to moisture and condensation. Leaving a device in a vehicle during the day can cause damage due to extreme heat.
  - Use care not to drop your device, place pressure on or around the screen and do not eat/drink around the device.
- Be sure when connecting cables they are not pulled taut or kinked. If any cables are damaged, please contact the ICT coordinator to organise a replacement.
- If software or hardware accessories are needed for your device, please contact the ICT Coordinator. Software or applications that are not already installed on your device are subject to evaluation and approval prior to installation. This can be done by simply emailing the ICT Coordinator who will then seek permission from the ICT Technician and Leadership.
- If any technical problems arise, please email the ICT Coordinator immediately so they can log a helpdesk job with CESA Now. This allows the ICT Technician to view and prioritise all ICT jobs at St Martin's.
- Electronic devices are assigned to an individual who assumes its responsibility. Do not allow anyone else to borrow or use your device.
- You are also responsible for all accessories that accompany your device and expected to return each of these to St Martin's Catholic Primary School at the end of your contract or work commitment at St Martin's.
- If the device or any of the accessories are damaged, it will be expected that you will get the device repaired and cover the cost of replacing any of the lost and/or damaged accessories.

Agreement and Consent

I, the staff member named below, hereby agree to comply with all requirements as set out in this agreement and all other relevant laws and restrictions in my access to various information and communication technology resources through the St Martin's Catholic Primary School network (including email, the Internet, Cloud Computing Services and services provided through third parties).

|  | Date Received | Tick | Signed | Date Returned | Tick | Signed |
|---|---|---|---|---|---|---|
| Surface Pro Laptop |  | ☐ |  |  | ☐ |  |
| Surface Pro Charger |  | ☐ |  |  | ☐ |  |
| Surface Pro Pen |  | ☐ |  |  | ☐ |  |
| Surface Pro Keyboard |  | ☐ |  |  | ☐ |  |
| STM Dux Case |  | ☐ |  |  | ☐ |  |

Name: _____

Signature: _____ Date:_____

# Online Learning Protocols

## Parent Guidelines

- Support your child's learning and monitor their engagement in tasks
- Provide structure and routine for your child and stick to regular sleep patterns
- Allow opportunities for your child to engage with tasks set by their teacher
- Allow for healthy food breaks, movement breaks and opportunities for outside learning when possible
- Contact the teacher if you require further guidance and support for your child
- Regularly check Seesaw, OneNote or emails

## Student Guidelines

- Engage with all tasks
- Submit online learning tasks when required
- Connect to real-time online lessons if they occur when possible
- Actively participate in group discussions/collaboration
- Ask for help when unsure
- All school behaviour expectations apply for online learning

# Working from Home Provisions

When a staff member is approved to work from home the following conditions apply:

1. the staff member agrees to notify their Principal (or delegate) in a timely manner of any work-related accident, injury, illness or disease arising while working from home;
2. the Principal (or delegate) will ensure that opportunities exist for appropriate communication between themselves and the staff member whilst on duty and working from home;
3. the staff member working from home warrants that their home is conducive to work, provides a safe working environment, that they will undertake the work in a safe manner and completes the below checklist.

## Working from Home WHS Checklist
(*to be completed, signed and returned to the Principal prior to work being undertaken from home*)

| Adequate and suitable workspace | Yes | No |
|---|---|---|
| Is there sufficient space allocated for equipment and for the worker to carry out tasks? | | |
| Are materials and equipment that are used regularly stored within easy reach and between shoulder and mid – thigh height with easy access? | | |

| Workstations | Yes | No |
|---|---|---|
| Is the workstation ergonomically designed for the tasks being performed? E.g., keyboard, telephone, all regularly used items within easy reach? | | |
| Do you have an ergonomic chair that is fully adjustable? | | |
| Is the computer adequate for the task being performed? | | |

| Housekeeping | Yes | No |
|---|---|---|
| Are the floors of relevant passageways, corridors, storerooms or stairways free from obstruction? | | |
| Is there equipment to address fire (for example smoke detectors)? | | |

| Lighting and Ventilation | Yes | No |
|---|---|---|
| Is there sufficient lighting for the performance of tasks? | | |
| Is the working space well ventilated? | | |

Any other comments that the Principal needs to be made aware of:

_____

_____

_____

Staff member's name: _____  Signature: _____  Date: _____

Principal's name: _____  Signature: _____  Date: _____

*Loving to Learn. Learning to Love.*