



ST MICHAEL'S SCHOOL

Our Community – Learning Together, Caring Together, Growing Together

DIGITAL TECHNOLOGY POLICY

St Michael's School

RATIONALE:

At St Michael's we provide guidelines to all parents, staff and students on the use of electronic media – e-mail, internet, facsimile, phone (voice mail and instant messaging), mobile devices, social media sites, online discussion groups and 'chat' facilities, copying and printing, to ensure such devices are used appropriately.

POLICY STATEMENT:

At St Michael's, digital and online resources, such as e-mail, internet, facsimile, phone (voice mail), mobile devices and photocopiers/printers, are St Michael's School property even where access is gained from a personal or home computer. As new tools and resources become available, their use is also covered by this policy.

The provision of ICT systems by St Michael's School is to improve and enhance learning and teaching, and conduct of the business and functions of the school. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in a purposeful, responsible and ethical manner that is consistent with Catholic values.

The school will ensure that a cyber-safety program (eSmart) is in place to educate students and the school community. This is in compliance with child safe standard 6, "The school governing authority must develop, implement, monitor and evaluate risk management strategies to ensure child safety in school environments."

The school allows access to and the use of electronic communication for legitimate work and education related purposes by school staff. This policy contains St Michael's School requirements in regard to the use of these systems.

PRINCIPLES:

Access to St Michael's School Digital Technology

Access to the St Michael's School electronic media resources is a privilege not a right.

Appropriate use of the e-mail, internet and cloud computing.

E-mail, internet and cloud computing used for work/education related communications must not be used inappropriately.

Appropriate use of the Internet System.

The St Michael's School Internet access facilities will be used for authorised work related purposes.

Appropriate use of other electronic media.

The St Michael's School facsimile, photocopying/printing, phone, voice mail, mobile devices access facilities will be used for authorised work related purposes.

Personal Use of St Michael's School Digital Technology.

Limited and occasional personal use of the St Michael's School electronic media system is acceptable.

Monitoring Digital Technology Use.

All use of Digital Technology will be monitored.

Responsibilities.

All Digital Technology users are personally responsible for complying with this policy.

GUIDELINES:

- No one is permitted to access St Michael's School electronic media systems without reading, understanding and complying with the above policy.
- Authorised users are required to observe the St Michael's School policy and comply with Commonwealth and/or State laws which may apply in accessing, distributing, creating, communicating and/or receiving material via electronic media.
- Users must not communicate information concerning any password, identifying code, personal identification or other confidential information without teacher/principal authorisation.
- If St Michael's School considers that a user has in any way failed to comply with the policy, it may immediately remove access to any part of the electronic media; audit and view all material viewed, sent to and from electronic media; take disciplinary measures as appropriate.
- Internet facilities must not be used to access, view, download, print, disseminate or post any material that may be considered inappropriate. Any use of electronic media which may cause embarrassment or loss of reputation to St Michael's School is strictly prohibited. It must not be used to access or transmit verbally or visually offensive material.
- Access of inappropriate or illegal material through the St Michaels' school internet connection is strictly prohibited. This includes, but is not limited to, items of an anti-social, terrorist, racist or pornographic nature, copyrighted music or video files.
- Any form of gambling using electronic media is strictly prohibited.

PASSWORD GUIDELINES

Passwords are used to restrict access to systems, software applications, and data. Some of the more common uses of passwords include user-level accounts, Web accounts (Google Apps), e-mail accounts and device passwords (e.g. firewalls, routers, Smartphones, Wearable Computing Devices).

When selecting a password, students should remember that the longer and stronger the password, the more likely it will help keep the data contained secure.

Where possible, St Michael's School recommends that the passwords:

- Contain both upper and lower case characters (e.g., a-z, A-Z).
- Include both numbers and special characters (e.g. @, #, \$, *).
- Have a minimum of 8 characters.
- Don't contain personal information that is easily guessed.
- Avoid sequences or repeated characters. For example, 1234, 3333, etc.

If a student believes their password has been compromised or made available to others, the student must immediately change their password and notify the principal/ICT coordinator.

PASSWORD PROTECTION STANDARDS

Do not share passwords with anyone. All passwords are to be treated as sensitive, confidential St Michael's School information.

Please remember:

- Do not reveal a password to ANYONE.
- Do not reveal a password in an email message.
- Do not talk about a password in front of others.
- Do not hint at the format of a password (e.g., "my family name").
- Do not reveal a password on questionnaires or security forms.

E-Mails

- If a computer user receives an inappropriate message or attachment to an e-mail he or she must report the matter to the principal/ICT coordinator. Do not delete the e-mail until the matter has been investigated.
- Computer users must ensure that all external correspondence by e-mail contains the St Michael's School Disclaimer.
- Check that any files downloaded are virus free before they get into the network. If users are unable to update anti-virus software they need to contact the IT technician at St Michael's School and/or IT staff at the Catholic Education Office.
- All digital content stored on the St Michael's School computer system is considered the School's property and may be viewed by appropriate staff.
- All users should be aware that content of both work related and personal digital media communications may be monitored by St Michael's School to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities.
- All users must be aware of Copyright laws. Uploading, downloading or storage of commercial software, games, music and/or videos or other intellectual property in violation of its copyright is strictly prohibited.
- Digital communication is not a secure means of communication. While every attempt is made to ensure the security of the school's ICT systems, users must be aware that this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.
- Digital media must not be used for the purposes of harassment and bullying. It must not be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender, or any other attribute described under any State or Federal anti-discrimination legislation. This includes:

Age Discrimination Act 2004
Australian Human Rights Commission Act 1986
Disability Discrimination Act 1992
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Equal Opportunity Act 2010 (Victoria)
Crimes Amendment (Bullying) Act 2011

- Use of St Michael's School digital media must not interfere with the user's work/study obligations.
- Details of individual's usage may be requested by and passed on to the appropriate authority.
- Violation of this policy may result in disciplinary action, including termination of employment/suspension and/or legal action by St Michael's School authorities.

REFERENCE MATERIALS:

ST MICHAEL'S SCHOOL Vision and Mission Statements,

DEECD Learning Online resources

CECV Guidelines for email and Internet use by staff in Catholic schools

ICON Cybersafety information on CEVN

Reviewed: March 2016
Ratified: June 8th 2016
Future Review: 2019



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Digital Technologies User Agreement

The *Digital Technologies User Agreement for Foundation to Year 2 students* needs to be completed by a parent/guardian. Years 3 to 6 students are required to read and sign prior to accessing technology at St. Michael's.

Student Agreement

When I use digital technology I agree to:

Primary purpose

As a student at St Michael's School, I accept that the aim of St Michaels' computing facilities is for educational purposes. I must be able to demonstrate that internet use is a valid component of research to support my class work.

Use of Equipment

I will respect the resources and equipment at St Michael's School. Access to the internet is available equally to all; however it is not a free resource.

Responsibility

I will accept full responsibility and liability for my actions when using the internet. Whilst all due care will be taken by St Michael's school to ensure responsible use of the internet connection, all users will assume full liability, legal, financial or otherwise for their actions and use of their password access.

Ethics

I will, when using email and the internet, avoid public criticism of other people or organisations and agree to identify myself in all correspondence. I will not masquerade as or misrepresent other users. I will respect the rights, privacy and property of others. If another person's work is to be used, I will properly acknowledge this in accordance with copyright regulations. I understand that copying files or passwords belonging to another user without permission may constitute plagiarism or theft. I will only forward emails with the consent of the sender.

I will support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Security

I will not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student. I will not reveal my password to anyone except the system administrator or the teacher. I will not bring or download unauthorised programs, including games, to the school or run them on school computers.

Material Accessed

I agree not to access inappropriate or illegal material through the St Michaels’ school internet connection. This includes, but is not limited to, items of an anti-social, terrorist, racist or pornographic nature, copyrighted music or video files.

I shall not use News, FTP, CHAT, Telnet, social networking sites (such as Facebook) or other online services without specific permission.

When I use my mobile phone, iPod or other mobile device I agree to:

Keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes. I will protect the privacy of others and never post or forward private information about another person. I will only take photos and record sound or video when it is part of an approved lesson. I will seek permission from individuals involved before taking photos, recording sound or videoing them. I will seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space and be respectful in the photos. I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at St Michaels’ school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name

Year Level

Student Signature

Date

As a parent/guardian of this student, I have read and understand the terms and conditions of the St Michaels’ school Acceptable use Agreement relating to the networked resources, internet use, email and other digital devices. I understand that this access is for educational purposes and whilst using these resources, students may encounter material that is outside of their stated purpose. I understand that direct supervision of a student’s computer is not always possible. I give my permission for my son/daughter to use the networked resources, on the undertaking that they will not seek, or encourage the use of, material considered inappropriate by St Michaels’ school, as covered in this policy.

Parent/Guardian Signature:

Date:

