Sacred Heart School
2015 ICT RESPONSIBLE USE POLICY

SECTION: 1

Introduction:
This policy outlines mandatory procedures for all students regarding the responsible use of computing and external networking facilities, including the Internet at Sacred Heart School.

Sacred Heart Primary School has a computer network with workstations in all classrooms and across a variety of learning spaces. This network provides internal communication, access to library systems, a variety of software and the Internet. The ICT equipment/devices are used to support the learning and teaching programs.

Sacred Heart School is committed to providing access to quality educational experiences for its students, and to the provision of current teaching resources to all staff. Our aim is to offer educational experiences that develop creativity, initiative and a love of learning, which will allow students to make a contribution to their world. We recognise the place of technology in the future world of our students and their need to be able to access these technologies to take advantage of the opportunities they provide.

The overall goal of Sacred Heart School Student Responsible Use Policy is to create and maintain a culture of cybersafety, which is in keeping with the values of Sacred Heart School as well as legislative and professional obligations. This Sacred Heart School Student Responsible Use Policy includes information about student and parent obligations, responsibilities and the nature of possible consequences associated with cybersafety breaches, which undermine the safety of the Sacred Heart School environment.

The Catholic Education Office now provides a Virtual Private Network to all schools. Built into this network are monitoring filters to restrict access to certain sites and data including email. In an unlikely event of inappropriate material getting through the filters, it will be the student's responsibility to immediately turn off the computer screen or device and notify the supervising teacher who will take the appropriate action (as outlined on page 3). Sacred Heart School endeavours to protect students and teachers from accessing any information/sites that the school considers unsuitable. Sacred Heart School uses a filtering system called 'ZScaler' to filter inappropriate sites. Sacred Heart School may audit its school Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Google Apps For Education (GAFE): Any data created in ‘Google Apps for Education’ will be stored in Google's network of data centers. Google maintains a number of geographically distributed data centers (see location information). Google does not own our data saved in Sacred Heart Google Apps for Education the data is owned by Sacred Heart School.

Context
Sacred Heart School recognises that advances in Information and Communication Technology (ICT) make it imperative that people, including students, become more innovative, knowledgeable, skillful, adaptable and enterprising in a range of applications. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible. This Responsible Use Policy supports our vision of technology use and encourages in our students a strong sense of digital citizenship.

ICT in all its diverse manifestations is becoming an increasingly important contributor to human life and meaning. The mission of Catholic Education to develop human potential to its fullest must take account of these developments.
Implementation:
All students will be issued with the Sacred Heart School Student Responsible Use Policy (Section 1). Once the signed Sacred Heart School Student Responsible Use Agreement (Section 2 and Section 3) has been returned to school, students will be able to use the Sacred Heart School ICT equipment/devices.

Our school actively supports access for students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

All students in Years 3 – 6 will have their own username and password to access the Intranet and Internet and their own email account. Students in Year 3 – 6 will also use this username and password to access their Google Apps for Education (GAFE) account. Parents will be given a copy of this username and password.

Students in Prep – Year 2 will have access to the Intranet and Internet through the class password. Sacred Heart School actively promotes and encourages students to access and use information on the Internet/Intranet, which meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

Teachers will moderate any student work for accuracy, appropriateness, grammar and spelling prior to publishing on the school website, Intranet or school/class blogs.

All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.

All students shall be responsible for notifying their teacher of any inappropriate Internet content, material or emails.

The Sacred Heart School ICT Responsible Use Agreement is required to be completed each year for current students. As part of the Sacred Heart School Information Pack all new families to Sacred Heart School will be required to read the Sacred Heart School ICT Responsible Use Policy and then complete the Sacred Heart School ICT Responsible Use Agreement and return it to the ICT Leader.

Privacy of students, parents, staff and other users will be recognised and respected at all times.

What are the responsibilities of each member of the school community?

The Role of the School
Sacred Heart School undertakes a commitment to regularly update software and hardware throughout the school.

The school will actively support the professional development of all staff to ensure the effective inclusion of cybersafety and digital literacy into the school’s curriculum. Sacred Heart staff will provide guidance and instructions to students in the appropriate use of ICT resources. Staff will facilitate student access to curriculum information resources appropriate to the individual student’s instructional needs, learning styles, abilities and developmental levels.

The Role of Parents
Parents/guardians are expected to read the Sacred Heart School Student Responsible Use Policy and Agreement.

Understand that students under the age of 13 must not take part in age restricted social networking sites such as Facebook, Instagram, Snapchat, Kik etc.

Sacred Heart School provides opportunities for parents/guardians to update their cybersafety knowledge and understanding by attending a variety of cybersafety parent information sessions.

Sacred Heart School requests that parent/guardians model and encourage cybersafe behaviour at home. Parents and guardians are regularly updated through the school newsletter, website and Intranet regarding cybersafe practices, curriculum news and events.

Further information can be found at: http://www.cybersmart.gov.au/parents.aspx

The Role of Students
All students will be issued with a Sacred Heart School Student Responsible Use Policy and Sacred Heart School Student Responsible Use Agreement.

Students are expected to read and discuss the Sacred Heart School Student Responsible Use Agreement with their parent/guardian.

After reading and discussion, students in Yr 3 – 6 are to sign the Sacred Heart School Student Responsible Use Agreement and return it to their class teacher.

At each year level, the students participate in cybersafety lessons regarding cybersafe practices. Sacred Heart School encourages students to be cybersafe at home.
Access to the Sacred Heart School network, devices and ICT equipment is conditional on students complying with the Sacred Heart Student Responsible Use Policy and Agreement. The use of the school's network, devices and ICT equipment and the Internet is a privilege, not a right.

Sacred Heart School will follow these steps if we have received a disclosure from a student or a report from an adult or another student about inappropriate behaviour that has occurred regarding Information and Communication Technologies at Sacred Heart School.

**Step 1: Identifying Concerns:**
Sacred Heart School will:
Attempt to identify who and what has caused distress, what a student has been exposed to or what a student has engaged in online that has breached the Sacred Heart School Responsible Use Policy and Agreement.

**Step 2: Initial Actions:**
Sacred Heart School will:
Inquire into the inappropriate behavior which may include discussions with all staff/students who have been directly or indirectly involved in the incident and/or its effects. Details will be recorded by Sacred Heart School.

**Step 3: Further Actions:**
Sacred Heart School will:
Where appropriate contact the parents/guardians of all students involved either directly or indirectly in the incident and/or its effects.

**Step 4: Reporting:**
Sacred Heart School Leadership team will:
Plan appropriate actions and consequences.

**Step 5: WellBeing:**
Student Wellbeing Leader & Leadership Team will:
Respond to and support ALL students at risk from the inappropriate behaviour.

**Step 6: Actions, Consequences, Resolutions:**
Sacred Heart staff will:
Discuss and explain with student/s the consequences of their actions.
When deemed necessary, a teacher and/or Principal will terminate student computer, Internet, device privileges and usage for a period of time.
The Principal will then contact the parents/guardians if/when privileges will be resumed and students will be asked to again review the Sacred Heart School Student Responsible Use Agreement on resuming use and access to Sacred Heart School Information and Communication Technologies.


**General**
The terms and recommended conduct described in the Sacred Heart Student Responsible Use Policy are not intended to be exhaustive, nor do they anticipate every possible use of the School's computer, device, e-mail and Internet facilities. The Sacred Heart community is encouraged to act with caution and take into account the underlying principles intended by this Policy. If students or parents feel unsure of the appropriate action relating to the use of technology at Sacred Heart School, please contact the Principal.
At Sacred Heart School, students in Year 3 and 4 will be exploring ‘Google Apps For Education’ and students in Year 5 and 6 will be using ‘Google Apps for Education’ extensively as part of the Sacred Heart School iPad Program. Students will be using ‘Google Drive’ which is designed by Google at school on school devices and on student iPads. These tools will allow students and teachers to share and collaborate on documents that are ‘cloud’ based – accessible anywhere, anytime and are accessible via an Internet Browser such as Google Chrome, on Windows Laptops and Chromebooks or via Google Apps on devices such as iPads. Multiple users can work on the one file simultaneously.

This is a brief overview of the Google Apps for Education Suite of Tools that will be explored by students at Sacred Heart:

**Google Drive:** (Google Docs, Google Sheets, Google Slides, Google Forms, Google Draw), students will be able to create, access, share and edit documents (similar to Microsoft Office) online

**Google Sites:** students may explore this tool as part of Google Apps for Education to develop student eportfolios

**Google Calendar:** students will be able to access class and school calendars with dates of events

There are many other Google Apps as part of the Google Apps for Education Suite however we will not be exploring all of them at the moment. Possibly in the future if we want students to explore other Google Apps for Education products, parents will be notified.

**A word of explanation: eMail and GMail**
Your child may have or your family may use ‘Google Mail’ (gMail) accounts at home, however this is not suitable for our students at school as they are under 13 years of age – the minimum age limit for Google Mail. We do not endorse, encourage or use ‘Google Mail’ with students at Sacred Heart School. Students will continue to use their ‘My Mail’ located on their My Desktop and their email address will remain the same as they were given in Year Three. In the future Sacred Heart School may look at using ‘gMail’ as part of ‘Google Apps For Education’ suite of tools. Parents will be notified if and when this may happen.

Students are expected to only use GAFE (Google Apps for Education) for educational purposes as directed by their teachers. Access to the Sacred Heart School network, devices and ICT equipment is conditional on students complying with the Sacred Heart Student Responsible Use Policy and Agreement. The use of the school's network, devices and ICT equipment and the Internet is a privilege, not a right. Year 3, 4, 5 and 6 students at Sacred Heart will be able to access their ‘Google Apps for Education’ (GAFE) account via a Desktop icon on the MyInternet page. Students will have their own username and password to access their GAFE account. Parents will also be given this username and password.

**Parent Involvement**
As a parent, we want you to be involved too and we encourage you to explore these new tools with your child/children. We value your feedback, thoughts and experiences.

As part of the **Student Responsible Use Agreement** section 3 ‘Internet Sharing Policy and Permission Form’, permission is required for your child to use Web 2.0 tools and ‘Google Apps for Education’ is an example of a Web 2.0 tool.
Sacred Heart Staff will remind students of their responsibilities in the online world and encourage safe, respectful and responsible behaviour in this online space.
Sacred Heart School
2015
Prep – 2 Student ICT Responsible Use Agreement

Sacred Heart School recognizes and values the importance of technology and the role it plays in education and communication. As part of the Sacred Heart School community, you are expected to use this technology responsibly.

**Sacred Heart School ICT Rules**

1. I will use the computers and other ICT equipment for my schoolwork and only with a teacher’s permission.
2. I will use the Internet at school when a teacher gives permission and an adult is present.
3. I will use all ICT equipment/devices with care.
4. I will communicate respectfully by thinking about and checking what I write or post is polite and respectful.
5. I **will not** share my personal information (which is my name and surname, birthday, address, phone number and photo) on the Internet.
6. I **will not** use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind to other people.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at Sacred Heart School, I will tell a teacher straight away.
8. If there is something I’m not sure about I will ask a teacher.

**Parent/Guardian Declaration**

1. I have read the Sacred Heart School Responsible Use Policy.
2. I have read and discussed the *Sacred Heart School ICT Rules* with my child.
3. I understand that if my child does not follow the *Sacred Heart ICT Rules*, there may be consequences designated by Sacred Heart School.

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<th>Name of student: .........................................................</th>
<th>Class: ..........................</th>
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<td>Name of Parent/Guardian:...............................................</td>
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<td>Signature of Parent/Guardian:.........................................</td>
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Sacred Heart School
2015
Years 3 – 6 Student ICT Responsible Use Agreement

SECTION: 2
RETURN TO SCHOOL

Student’s Name:____________________ Class:__________

GENERAL RESPONSIBILITIES

1. I will use my allocated login and password only.
2. I will keep my password secret.
3. I will use the Internet in a safe, respectful and responsible manner at all times.
4. I will use the Internet at school for school related work only.
5. I will think about what I post or share online.
6. I will not publish a picture or send a picture of myself or any other student online without first checking with my teacher.

EMAIL RESPONSIBILITIES

7. I will be thoughtful and polite when I write emails.
8. I will use correct spelling of words and names when sending and replying to emails.
9. I will not, at any time, reveal any of my personal information.
10. I will never share my friends’ or family’s full names, birthdays, school names, addresses and phone numbers online or via email.
11. I will speak to a teacher if I see something on the computer screen/device that makes me upset, I know is inappropriate or if I need help.
12. I will speak to a teacher if I know someone else is upset with, or scared of, something he/she has seen on the computer screen/device, or if they have seen something I know is inappropriate.
13. I understand that my Sacred Heart School email address will only be used when directed to by my teacher and not for sharing on social media sites or signing up to online sites.
14. I will not deliberately search for something rude or violent.
15. If I receive an email that makes me feel uncomfortable I will immediately inform my teacher.

COPYRIGHT RESPONSIBILITIES

16. I will not copy someone else’s work or ideas from the internet and present them as my own. I will include the web link and paraphrase the information in my own words.
17. I will be aware of copyright and not copy work without permission.

NETWORK AND PRINTING RESPONSIBILITIES

18. I will only open, edit and save work from my folder on S:/ drive or Google Drive or as directed by my teacher.
19. I will respect the work of others at all times and not access the folders of others without permission.
20. I will care for all equipment and report any problems to a teacher.
21. I will not bring in my own programs and use them on the school computers.
22. I will ask permission before using my school USB device on the Sacred Heart Network and I will scan it at school for viruses.
23. Before printing at school I will:
   1. Ask a teacher for permission to print the document
   2. Proofread; spell check, and print preview my document.
   3. Use the printers for school purposes only (black and white printing for most things)
24. While at school I will only download music from teacher-approved sites with teacher permission.

DIGITAL DEVICES RESPONSIBILITIES
26 I will show responsible use of my device or school owned digital device while participating in Sacred Heart School activities (for example: at school, on excursions, on school camps).

27 I will show responsible use of my mobile phone/ digital device while at Sacred Heart School.

28 I will not use any device to take photos/video while at school, unless I have permission from the teacher.

29 I will place my mobile phone in the class office tub at the start of the day and collect it from the tub at the end of the day.

30 I will follow the Sacred Heart School Student Responsible Use Policy with any ICT device brought to school (such as mobile phone, digital camera etc)

Student Declaration

1. I have read the ‘Sacred Heart School Year 3 – 6 Responsible Use Agreement’ with my parents and agree to use technology at Sacred Heart School responsibly.
2. I understand that if I do not act responsibly, I will have to accept the consequence designated by Sacred Heart School.

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<th>Name of student:</th>
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<td>Student Signature:</td>
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Parent/Guardian Declaration

1. I have read the ‘Sacred Heart School Student Responsible Use Policy’.
2. I have read and discussed the ‘Sacred Heart School Student Year 3 – 6 Agreement’ with my child.

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ICT Internet Sharing Policy and Permission Form

Prep – Year 6 Students and Parents

The spirit of technology education is one of sharing. At Sacred Heart School, we may create blogs, podcasts, videos, wikis, and use other Web 2 tools, to share with the class, the school, the school community and perhaps, the world. Our interactions are meaningful and help develop a sense of connectedness. Sacred Heart School uses teacher-moderated sites, where students can collaborate online with teacher supervision. Student full names and personal information are always kept confidential and are not shared online. At Sacred Heart School we practice and model cybersafe respectful and responsible behaviours for all on-line activities.

Sacred Heart Primary School seeks the permission of parents/guardians to allow online publication of an image of your child and his/her schoolwork.

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

- Sacred Heart School website
- My Classes – Intranet year level/class page
- My desktop - Intranet and email facility
- Class blogs/student blogs – teacher moderated sites
- Google Apps for Education - (GAFE) Online Cloud based integrated communication and collaboration suite of tools
- Web 2 Tools - such as ‘Edmodo and Google Classroom’ etc. – Online cloud based communication and collaboration tools

Please note that Sacred Heart School adheres to the following guidelines for reasons of responsible use:

- Photos and videos of students will not include names or any other details relating to the identification of the student
- Photos and videos of students will generally focus on a group rather than an individual
- Student work may include first name only
- All images that are uploaded to the Sacred Heart School website, school/class blogs are maintained on the Sacred Heart School server
- Measures to protect access to online photos or video will be constantly implemented and reviewed. (e.g. password protection)

Please circle:
I (give permission / do not give permission) for my child's image and work to be displayed in accordance with the school guidelines.

| Name of student: ......................................................... | Class: ...................... |
| Name of Parent/Guardian:.......................................................... | Date: .......................... |
| Signature of Parent/Guardian:....................................................... |