

Digital Technology and Acceptable Use Policy



Date Reviewed: February 2021

Next Review: February 2023

Dear Parent

Safe use of all forms of digital technology is an extremely important issue and one that we take very seriously. Attached, is the St. Joseph's School, Digital Technology and Acceptance Use Policy.

Please read the attached policy and student agreement with your child/children, answer any of their questions or explain anything they don't understand. Once your child has read and understood the policy, please complete the student agreement form with your child.

Please complete the section below. It needs to be signed by the student/s and their parent. Please return it to school as soon as possible.

It is a requirement that this agreement be signed by parent and student before ICT usage for your child, in the school can occur.

It is also an expectation that parents monitor their child's internet use while at home.

I agree to the conditions explained in the St. Joseph's School Digital Technology and Acceptable Use Policy.

I understand that, if I break the rules, the school may need to inform my parents. In serious cases I may be excluded from using some or all digital devices at school, or the school may take disciplinary action against me.

Student 1 name: _____ **Class:** _____

Student's Signature: _____ **Date:** ____/____/2021

Student 2 name: _____ **Class:** _____

Student's Signature: _____ **Date:** ____/____/2021

Student 3 name: _____ **Class:** _____

Student's Signature: _____ **Date:** ____/____/2021

Student 4 name: _____ **Class:** _____

Student's Signature: _____ **Date:** ____/____/2021

Parent's Name: _____

Parent's Signature: _____ **Date:** ____/____/2021

St Joseph's School Sorrento

Digital Technology and Acceptable Use Policy

Rationale

The use of digital technologies at St Joseph's School is to enhance learning in a supportive school environment. The school is committed to providing an education that encourages and teaches the positive use of digital technologies and promotes safe and responsible online behaviour. This is most successful when parents/guardians and the school work together to encourage positive student use of technologies for learning and collaborating.

St Joseph's School recognises it has a duty of care to the wellbeing of students and believes the teaching of cyber safety and responsible online behaviour is essential to developing knowledge and understanding of ethical obligations. This also extends to protecting the privacy of all students by addressing current issues, including cyber-bullying and online privacy. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Whilst St Joseph's endeavours to avoid any inappropriate material, through pre-selection of sites, screening programs and staff supervision, it is impossible to control all material on a global network and St Joseph's assumes no responsibility should a user access inappropriate information. Students using the Internet or digital technologies have the responsibility to report inappropriate behaviour and material to their supervisors. Misuse of the Internet or digital technologies will result in disciplinary action in line with the St Joseph's Positive Behaviours policy, Cyberbullying Policy and Social Media Policy and Procedures.

It is important for St Joseph's students to develop the skills necessary to become responsible, reliable and respectful users of technologies. They must be accountable and responsible for their actions when using digital technologies by abiding by the User Agreement (attached).

At St Joseph's School we:

- Use the schools four values of respect, learning, teamwork and honesty to outline the expected behaviours on digital technologies.
- Provide a filtered internet service.
- Provide access to educational websites and apps that have been teacher recommended and reviewed.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Have a cyber-safety program at the school which is reinforced across the school (eSmart).
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Work with students to outline and reinforce the expected behaviours on the internet

Student Agreement

When I use digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it.

- Only use the computers, iPads, Chromebooks or any other technology as I have been directed by the teacher.
- Ask a teacher if I am unsure whether I am allowed to do something involving technology.
- If I have my own user name, including Google Apps for Education platform, log on only with that user name. I will not allow anyone else to use my user name.
- Not tell anyone else my password.
- Not change the data and work of another student.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Only go online or access the internet at school when a teacher gives permission and an adult is present.
- Be respectful in how I communicate with others and never be mean, rude, offensive, or to bully, harass, or in any way harm anyone else, even if it's meant as a 'joke' (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Always be honest about my identity when creating accounts. This includes not producing fake email or social media accounts pretending to be someone else.
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour at school.
- Respect all school technology equipment and treat all devices with care. This includes:
 - Not changing any settings on school devices including, but not limited to, screen savers, backgrounds, passcodes, screen brightness or sounds.
 - Not attempting to hack or gain unauthorised access to any system.
 - Following all school cyber safety rules, and not joining in if other students choose to be irresponsible with ICT.
 - Keeping covers on iPads.
 - Using all equipment with care. Being gentle and respectful of what we have.
 - Not walking around with iPads, laptops or Chromebooks in an unsafe way; this includes not holding laptops by the screen, leaving technology on the floor or snatching iPads, laptops or Chromebooks off other students.
 - Reporting any breakages/damage to a staff member immediately.

While using digital technology, I will not:

- Use school email to sign on to any form of social media, advertising or any other websites not approved by the school.
- Use my school account to subscribe to or access social media sites such as Youtube or advertising platforms
- Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing.
- Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- If I find anything inappropriate online, I will:
 - Not show others
 - Turn off the screen
 - Get a teacher straight away.
- Download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
- Be rough, forceful or careless with any technology.