

ACCEPTABLE USE OF ICT AGREEMENT (Years R-2)

At St Catherine's we aim to develop confident and careful creators and users of ICT's (*CESA Key Capabilities*). This agreement outlines responsibilities and practices to support the safe use of ICT's at St Catherine's School.

Introduction

This agreement sets out the terms on which your child may access ICT facilities provided by St Catherine's School. This includes hardware, software, the school network and cloud computing services. By signing this User Agreement, you are agreeing to the terms set out in this User Agreement, including the consequences of breaking any set rules. You will need to sign and return this User Agreement for your child be allowed to access these services.

Providing access for the children to current Information and Communication Technology (ICT) is a privilege that the school community is committed to educationally and financially. To ensure ICT's ongoing success educationally, there are certain responsibilities that need to be formalised and adhered to.

This document is the Acceptable Use Policy for ICT at St Catherine's School. This document should be read carefully by parents, teachers and students and signed as an understanding in support of the responsibilities and expectations associated with accessing the Network and Internet at St Catherine's School.

Network

ICT is used to support and enhance the learning program. All computers and peripheral technology including but not limited to ipads, digital cameras, scanners and projectors are to be used in a responsible, efficient, ethical and legal manner. Unacceptable use of ICTs by students will result in a loss of access to the technology.

Student Responsibilities

Students need to-

- Treat the equipment with respect at all times.
- Respect the rights and feelings of other ICT users.
- Use their personal log on to programs (where necessary).
- Log-off when finished with the device.
- Use the ideas of others only as a basis for creating their own work.
- Respect the integrity of the network by not accessing/altering others 'work-space'.
- Ensure they do not deliberately interfere with others files and data.
- Report any inappropriate content to a parent/teacher immediately.
- Ensure they do not share inappropriate content with others.
- Only access appropriate websites and applications.

Staff Responsibilities

Staff will:

- Encourage fair and equitable access for all students to ICT.
- Use the General Capabilities ICT continuum to guide teaching specific skills to enable students to use the available software and peripherals.
- Provide general supervision of Internet access.
- Regularly discuss this policy with students.
- Follow-up on breaches of policy stated herein.
- Stay abreast of policy changes.



- Teach students ethical, social and technical protocols when collaborating, creating and communicating ideas, information and solutions face-to-face and online.

Parent Responsibilities

Parents will:

- Discuss this agreement with their child/ren.

The Conditions

It is acceptable:

- To use the Internet for research, information and online learning that relates to education at school.
- To communicate with peers, teachers or other persons who are involved in education, when appropriate.

A Responsible user will:

- Always use their own Username and Password to access programs and Internet at St Catherine's School.
- Use their device at school for educational purposes.
- Use the Internet with an adult's knowledge and consent.
- Be polite and respectful in their communications.
- Use appropriate language.
- Access and retrieve only their own files.
- Maintain privacy and not reveal their own or other's phone number, address or personal details
- Report to teachers (or parents) immediately any illegal or irresponsible activities.
- Use Airdrop and other network sharing for educational purposes only.

It is unacceptable to:

- Transmit or deliberately access and/or receive any material that may be considered inappropriate in that it may be of a threatening, sexually explicit, harassing, offensive or discriminatory nature, or material that may be harmful either physically or emotionally to others. This encompasses examples of Cyber-Bullying (see Cyber Bullying and e-crime)
- Log-on with someone else's username and password.
- Change any file that does not belong to the user.
- Reveal their password to anyone not authorised to receive it, nor must one obtain anyone else's password.
- Breach any laws such as copyright (including software) or undertaking any unlawful activity as defined in Commonwealth or States laws.
- Interfere with or disrupt any other users on the network through their activities.
- Place personal details or photographs on the Internet or the details of any person without authorisation.
- Order materials, services or goods from the Internet.
- Use Internet chat sessions, news groups or any other interactive facility without teacher permission. This includes uploading footage of any part of the school or students, school uniform or school logo to sites such as YouTube or other Internet Sharing Community.
- Claim others personal views/works as your own without acknowledging where you found this information (referencing).
- Download any material without teacher permission.
- Take photos of others without their permission.
- Install applications / games without teacher permission

Inappropriate actions will garner a consequence in consultation with parents, staff and student

CYBER-BULLYING AND E-CRIME

St Catherine's School takes your child's safety and personal wellbeing seriously. Please ensure that your child knows what constitutes cyber-bullying

What is cyber bullying?

E-technology provides individuals with a powerful means of communicating instantly with others in both positive and negative ways. Cyber bullying involves using e-technology as a means of victimising others, usually via an internet service or mobile technology. Cyberbullies may use email, chat room discussion groups, instant messaging, web pages or SMS (text messaging) etc. with the intention of harming another person. Activities can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient. Examples may include flaming (repeated negative messages), sexual and racist harassment, denigration, sharing inappropriate images, impersonation, trickery, exclusion and cyber stalking. The targeted person often feels powerless and may need help.

What schools are doing to protect children?

Research shows schools are one of the safest environments for your child. Cyber bullying has been found to occur more often outside of school. It may follow incidents at school. St Catherine's School wishes to advise Parent/s and Caregivers that it is important to discuss what is acceptable to communicate via email/Internet, as well as ensuring Parents/Caregivers have access to the content shared between your child and their friends/peers. Student computer log in details can be shared with parents to allow them access to their child's account.

What can I do if I am unsure or I believe cyber-bullying is occurring?

- Communicate with your child's teacher who may refer the matter to the Principal.
- Visit the eSafety Commissioner website and use the REPORT ABUSE function:
<https://www.esafety.gov.au/key-issues/cyberbullying>

St Catherine's School expects students/parents/guardians/staff do not:

- Communicate about students, teachers or staff at St Catherine's School in a degrading manner or in way that would offend or cause hurt feelings.
- Seek to email or in any other way communicate with a member of the School community with the intention of abusing, bullying, or causing hurt feelings.
- Swear or in any way use offensive language when discussing a member of the school community. Referring to a staff member in derogatory terms or in a threatening manner is a serious breach of policy.
- Pretend to be someone else in order to deceive or provide misleading information.
- Arrange to meet with a member of the school community using electronic means to perform an act, which would not reflect our school values or be classified a criminal act.
- Use degrading or offensive personal remarks about a member of our school community.
- Share or view inappropriate content or encourage the viewing of inappropriate content.
- Upload video or images of students or staff of St Catherine's School to shared community sites such as YouTube, or allow any likeness of the grounds, uniform, students or staff to be uploaded to such sites without express permission by staff and the parent community.
- Use social media to make fraudulent (untrue) claims about members or ex-members of our school community.



CERTIFICATE OF COMPLIANCE

Parent/Caregiver Section -

I (name) _____ have read the St Catherine's School Acceptable Use of ICT Agreement and have discussed the information outlined in the policy with my child. I agree that my child will be bound by the guidelines for appropriate use of all ICT's at St Catherine's School.

Signature: _____ Date: _____

The Acceptable Use of ICT will be distributed via Skoolbag and stored on each class home page.