St Catherine's
SCHOOL | STIRLING

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ACCEPTABLE USE OF ICT AGREEMENT (Year 3-6)

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 and your parents/guardians 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 before you will be allowed to access these services.

Providing access for our 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 by all parties as an understanding in support of the responsibilities and expectations associated with accessing the devices, network and Internet at St Catherine's School.

Network
ICT is used to support and enhance the learning program. Our computer network allows people to interact with many computers. All computers and peripheral technology including but not limited to smart watches, mobile phones, digital cameras, scanners and projectors are to be used in a responsible, efficient, ethical and legal manner. Unacceptable use of ICT's by students will result in a loss of access to the technology.

Student Responsibilities
Students need to-
- Log-on with their own username and password.
- Respect the rights and feelings of other computer users.
- Treat the equipment with respect at all times.
- Use the ideas of others only as a basis for creating their own work.
- Log-off when finished with the device.
- 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 Key Capabilities 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.
- Respond to parent questions regarding use/maintenance of laptops at home.
- Seek assistance in maintenance of laptop if parent or student reports an issue.
- 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.
- Attend an annual ICT information/cyber safety session provided by the school (Year 5).
- Provide general supervision of internet access (in the event of online learning 3-6 and at other times 5-6).
- Support their child to report any damage.

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.
- For students to access their own Office 365 account.
- For parents to access their child's Office 365 account.

A Responsible user will*:*
- Always use their own Username and Password to access the network 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 Username or Password to any other student.
- 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.
- Ensure the adequate functioning of device prior to beginning school at the start of the day and inform class teacher upon arrival if this technology is malfunctioning or is inoperable.
- Maintain acceptable standard of laptops so that they are operable and cosmetically sound (no stickers, free from large scratches, dents, dirt, cracks etc.)

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. This includes shared drives such as the Internal S: Drive.
- 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.
- To use the school email accounts for non-school purposes.
- 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.
- Allow your Apple Laptop to be placed in a situation whereby through negligent action it is, or may be damaged or broken (either external or internal damage).
- 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 device.

It is important to provide safe and supervised access. Consider the best location for your computer. It is recommended that internet access should be in a public place.

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.
- Go to eSafety Commissioner 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 (via school leased laptop, school owned or borrowed) 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.

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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. I understand that I am responsible for ensuring my child adheres to these guidelines when using school provided ICT's at home.

Signature: _____ Date: _____

By signing this Certificate of Compliance I also agree to be bound by the terms of the St Catherine's School MacBook Air Information Guide (Year 5 and 6 only).

The Acceptable Use of ICT and MacBook Information Guide are available on the school website https://www.stcaths.catholic.edu.au/our-school/policies-and-reports. They will also be distributed via Skoolbag.

Student Section -

I (name) _____ have read and talked through with my parent/caregiver, the St Catherine's School Acceptable Use of ICT Agreement and I agree to follow the guidelines for appropriate use of all ICT's at St Catherine's School.

Signature or print name: _____
Class: _____

To be completed and returned to your class teacher