St Anthony's Catholic Primary School - Student Information & Communication Technology Responsible Usage Policy

Rationale

At St Anthony's Primary School the use of Information & Communication Technology, ICT, is required for all students. The Internet is a valuable tool to be used as a supervised resource by students. ICT may be used on our local area network or the Internet to access global websites or other digital communication services such as web/video conferencing.
A range of digital equipment may be used including computers, laptops, iPad's & other portable devices.

The school supports the following values especially when using Information & Communication Technology.

Respect	Cooperation
Inclusion	Compassion / Care
Resilience	Honesty / Integrity
Trust	Justice / Fair Go
Empathy	Responsibility
Perseverance	Tolerance / Inclusion

Cyber Safety

St Anthony's Primary School does not tolerate any form of bullying especially when using technology. We have joined the eSmart Cyber Safety program. St Anthony's Primary School is a community where all children should feel safe and in which all children learn to take responsibility for their actions. In affirming children for their efforts and in ensuring that all children receive the attention they deserve, we seek to create an environment, where children feel secure, are encouraged to speak, listen and to take an active role in their learning. In this way it supports the children, as they grow, to become functional and successful members of society.

The use of Information & Communication Technology, (ICT) such as computers, the internet, email & electronic communication must be used appropriately to ensure that problems do not arise. Potential problems to be avoided may include: defamation, intellectual property, copyright issues, sexual harassment and discrimination, criminal issues, such as hacking, and intentionally spreading viruses.

The use of ICT resources, including online services and personal electronic devices, both on and off school grounds is provisional on the expectation that it be consistent with the terms and conditions of this policy, the school's code of conduct and student welfare policy.

St Anthony's Primary School takes great pride in the work and other achievements of its student population. On some occasions students work and / or photos may be published on the internet or in a hard copy form and be made available to the general public. On these occasions we recognise that the child's safety and family privacy are paramount.

Process

An acknowledgement form about Student ICT Responsible Usage: will be issued upon enrolment of a student in our school. Students currently enrolled will also be issued with the form.
A child's work or photo may at times, be published using ICT (This may include the Internet). If a child's work or photo is published on any www pages, only their first name will be used. Our newsletters which are published on our web page may include full names but not associated with any pictures. Special permission will not be sought for publishing photos.

Catholic Education Publications

Occasionally a photograph or work of a child may be used without acknowledgment, remuneration or compensation in publications (print, websites, DVDs, CD ROMs) and/or presentations of the school &/or Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV). If parents do not wish their child's image or work to be published please notify the ICT Co-ordinator in writing of this matter.

All students' internet, email & electronic communication usage will be monitored. Breaches of this Usage Policy will be dealt with appropriately.

Students (Years 3-6) and all parents are required to sign a Student User Acknowledgement. Parents of Students (Years Prep-2) are asked to discuss the Student User Acknowledgment with their children and sign the form on their behalf.

Breach of Usage Procedures

If anyone believes that there is a breach of our ICT Policy they should:
1. Inform the Teacher/ICT Coordinator,
2. Switch off the screen discreetly, leaving material on the computer, so that it may be recorded and traced.
3. Teachers need to make sure that no one else is exposed to breaches of this policy.
4. After recording the site details in private close it.
5. Report serious matters to the Principal as well as the ICT Coordinator.

For further guidelines about Cyber Safety refer to
http://www.cybersmart.gov.au/Parents.aspx
http://www.staysmartonline.gov.au/news/news_articles/regular/learn_to_be_cyber_smart_with_budde
www.esmartschools.org.au

Consequences for Breaches of Usage Procedures

Misuse of the Information & Communication Technology will result in consequences ranging from loss of privileges for a day, week, month or term. In severe cases, parents will be contacted and privileges will be suspended for a term. Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher, ICT Coordinator or the Principal.

Web 2.0 tools

Students at St Anthony's may use a variety of Educational Web 2.0 tools & services such as Google Apps for Education and Web/Video Conferencing to create, communicate and collaborate in powerful, educationally relevant ways. These tools could involve children logging on to websites and creating documents potentially accessible to a global audience. Students will be required to use either a personal or class username and password for access. This is keeping in-line with current educational practices.

Web 2.0 applications & services are a fantastic addition to any classroom because of the way they invite information sharing and collaboration. Students become creators of content in a virtual learning community. Web 2.0 gives students an audience and a community to learn with. The web 2.0 experience is often ongoing, and the learning continues as dialogue unfolds.

Student safety and security is our number one priority. All web 2.0 tools that could be used at St Anthony's are used in education today. The school is aware of U.S. laws such as the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA) and the school wants parents to be aware all Web 2.0 tools & services will be checked carefully before student use.

St Anthony's Primary School recommends that parents monitor their child's use of these Web 2.0 tools & services when accessed at home. Any work completed at home using an unapproved Web 2.0 tool should not be viewed at school by other students until the tool is checked and approved by the ICT Coordinator. We may use tools such as Google Apps For Education & will monitor the use through the admin consoles provided. Students may use ICT in a variety of ways including class work, homework, projects and assignments; as well as collaboration and communication with others (Including - but not limited to – students, teachers, guest speakers, community members and international experts) across Melbourne and around the world - sharing ideas, challenges, knowledge and information.

Social Media

Catholic school communities have experienced significant changes in their educational, social and technological contexts over the past decade. Social media are now ubiquitous in the educational landscape and can form an important part of learning and teaching environment.

Addressing young people who have grown up in a digital world, Pope Benedict XVI in his message for the World Day of Communication 2011 recognised the great opportunities and challenges brought by social networking and the internet.

'The new technologies are not only changing the way we communicate, but communication itself, so much so that it could be said that we are living through a period of vast cultural transformation. This means of spreading information and knowledge is giving birth to a new way of learning and thinking, with unprecedented opportunities for establishing relationships and building fellowship.'

What are Social Media?

Social media are widely considered to be various online mediums of communication and are used to connect to people around the world. Social media may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Google+) Note that many of these sites have age restrictions.
- Video and photo sharing websites (e.g. Flickr, YouTube, Picasa)
- Blogs (work and personal interest)
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups)
- Shared online spaces (eg Wikis, Nings, Google Apps)
- Video and web conferences (eg Skype, Google Hangouts, Jabber)
- Email and instant messaging
- All other emerging electronic/digital communication applications.

Acceptable, responsible and safe use of social media should only be used if it is:

- Ensuring child protection
- Adhering to Privacy legislation
- Maintaining responsible online behaviour
- Upholding professional standards

Parents' students & school staff all have a responsibility in:

- Monitoring use of technologies
- Undertaking security measures
- Educating all stakeholders.
- The role of parents is to monitor the use of Social Media by their children to ensure that uses of Social Media are age appropriate as stated in each site's conditions & terms of use. In addition parents need to make sure that the use of Social Media is positive for all users & that there is no bullying.
- If breaches of responsible & acceptable use occur that directly involve the school, parents / students need to record evidence discretely & present it to the teacher of the students involved for further investigation.
- The school will report breaches of a serious or criminal nature to external agencies e.g. Facebook, Police
- Staff will report serious matters to either the Well Being or ICT Co-ordinators and/or Principal
- The staff Icon Committee will regularly review ICT practices & Cyber Safety issues that affect the school.
- Consequences for breaches of Social Media by students outside of school hours will be negotiated with parents on a case by case basis and be in keeping with the above intentions of this policy.
- Students need to report and act on any online incidents that breach the intention of this policy to their parents as well as their class teacher