ST. MARY'S SCHOOL, MOOROOPNA

ICT (including internet) POLICY

Reviewed Term 2 2020

RATIONALE:

The purpose of this Policy is to ensure that ICT use at St Mary's is legal, ethical and consistent with the aims, values and objectives of St Mary's and its responsibilities to the students in its care. St Mary's is an institution charged with the safety and education of children. It also has occupational health and safety obligations to employees and students and must comply with State and Federal anti-discrimination and sexual harassment laws. It is thus of paramount importance that its ICT resources are used appropriately and professionally at all times.

St Mary's ICT resources must be properly and efficiently used. St Mary's ICT resources are not to be used for inappropriate activities for example, pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, privacy violations and illegal activity, including illegal peer-to-peer file sharing.

This policy is applicable to all persons using St Mary's ICT including students, staff, school partners and parents. It applies to all aspects of use of all ICT resources, for example:

Publishing and browsing on the internet;
Downloading or accessing files from the internet or other electronic sources; Email;
Electronic bulletins/notice boards;
Electronic discussion/news groups;
Weblogs ("blogs");
Social networking;
File transfer;
File storage;
File sharing;
Video conferencing;
Streaming media;
Instant messaging;
Online discussion groups and „chat" facilities;
Subscriptions to list servers, mailing lists or other like services;
Copying, saving or distributing files;
Viewing material electronically; and
Printing material.

The provision of ICT resources by the school is to improve and enhance learning and teaching, and conduct of the business and functions of St Mary's. Using information technology, accessing information, and communicating

electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in an appropriate manner.

ST MARY'S VISION & GRADUATE OUTCOME STATEMENT LINKS

Vision:

- We create and maintain a spirit of social justice and selfless giving, making Jesus real in our everyday lives.

- Every child is given a quality education that provides them with the knowledge, skills and values to make informed decisions as committed contributors to society.

- Each person in our school community is unique and nurtured to achieve their full potential.

Graduate Outcome:

We aim that the children who graduate from St Mary's are:

- Responsible, show initiative and have confidence to take their own path and reach their full potential.

- Inquiring learners willing to take risks, ask questions and problem solve.

- Respectful in their interactions with others, the environment and accountable for their choices.

- Resilient, optimistic and aspire to reach their dreams.

BASIC BELIEFS

St Mary's children are called to let their light shine as living witnesses to Gospel values.
A quality education is provided to continually challenge each individual to achieve his/ her potential through co-operative teaching and learning.

We believe:

- Quality learning occurs in an environment that is purposeful, stimulating and fun.
- Students are supported to take risks and are challenged.
- Children are praised for their achievements and nurtured in a non-threatening environment.
- It is our responsibility to cater for all individual needs of the students.
- Teachers, students and parents are jointly responsible for children becoming independent learners.

AIMS FOR TEACHING & LEARNING AND GUIDELINES FOR IMPLEMENTATION

We aim to:	We will do this by:
● Enable staff and students to utilise ICT to enhance Learning and Teaching at St Mary's	● Providing an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to provide a

	collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. ● Use of the internet and online communication services provided by St Mary's is intended for learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately. ● Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment. ● Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their supervisors. ● Students who use the internet and online communication services provided by the St Mary's must be aware of the guidelines and rules stated in this policy. ● Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.
● Provide safe, appropriate and secure access the internet.	● Students will: ● not disable settings for virus protection, spam and filtering that have been applied as a departmental standard. ● ensure that communication through internet and online communication services is related to learning. ● keep passwords confidential, and change them when prompted, or when known by another user. ● use passwords that are not obvious or easily guessed. ● never allow others to use their personal e-learning account. ● log off at the end of each session to ensure that nobody else can use their e-learning account. ● promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a

	message that is inappropriate or makes them feel uncomfortable.
	● seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
	● never knowingly initiate or forward emails or other messages containing:
	● a message that was sent to them in confidence.
	● a computer virus or attachment that is capable of damaging recipients' computers.
	● chain letters and hoax emails.
	● spam, e.g. unsolicited advertising material.
	● never send or publish:
	● unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
	● threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
	● sexually explicit or sexually suggestive material or correspondence.
	● false or defamatory information about a person or organisation.
	● ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities.
	● Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
	never damage or disable computers. ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
	● be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.
● ICT at St Mary's will provide privacy and confidentiality to those who use it.	● Students will:
	● never publish or disclose the email address of a staff member or student without that person's explicit permission.
	● not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

Reviewed

	● ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.
● To protect intellectual property and copyright.	● Students will: ● never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used. ● ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published. ● ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
● To implement strategies to avoid misuse.	● they are held responsible for their actions while using internet and online communication services. ● they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services. ● the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
● Internet use will be monitored and evaluated.	● Students will report: ● any internet site accessed that is considered inappropriate. ● any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities. ● Students should be aware that: ● their emails are archived and their web browsing is logged. The records are kept for two years. ● the email archive and web browsing logs are considered official documents. they need to be careful about putting their personal or sensitive information in emails or on websites. ● these records may be used in investigations or

	legal reasons.

EVALUATION:
This Policy will be evaluated by the staff and Leadership team. Next evaluation: 2015.