INFORMATION & COMMUNICATION TECHNOLOGY POLICY

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Internet Use Policy

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Introduction
St John the Apostle Primary School encourages all staff and students to access a wide variety of computer hardware, software and online resources in order to bring about optimum performance. With this access comes responsibility and therefore it is given to the students and staff providing they comply with this policy.

The computers, electronic hardware and computer systems, including email and internet/intranet facilities are the school’s property even where access is gained from a personal or home computer.

The school allows access to and the use of e-mail and/or the Internet for legitimate work and educational related purposes. This policy contains the School’s requirements in regard to the use of these systems.

Rationale
Information and Communication Technology (I.C.T) includes computers, computer systems, e-mail and Internet/Intranet facilities, as well as media players, digital cameras, electronic game consoles and portable data storage devices. Developments in this technology provides students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organizations and groups world wide so as to increase skills, knowledge and abilities.

Aims
Information and Communications Technology focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.
- have increased access to worldwide information.
- develop skills of discriminate web searching and appropriate internet usage.
Implementation

Access:
Access to the schools computer resources such as e-mail and internet is a privilege not a right. No one is permitted to access the school’s internet system without:
Reading and understanding this policy
Authorization from the school and an individual password from the school’s computer system administrator.

Security and Accountability:
The school is monitored by the Zscaler filtering and monitoring tool. Attempts to access inappropriate sites are recorded by the Zscaler system as an access breach. All breaches will be communicated to the principal. It is important to note that users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate. Almost all offensive sites are filtered out through the design of the school network. Zscaler system provides the school with the ability to filter inappropriate websites, however on a global network such as the internet, it is impossible to screen or filter the content of all data. It is the user’s responsibility not to initiate access to such material or distribute such material by copying, storing, printing or sending.

Home users are able to log on to the school domain via any computer connected to the internet. In this case, the filters that normally are operational at school are no longer in place. It is therefore important that parents supervise home use.

To assist in monitoring the network security and user accountability the following measures are in place...

- All users will have censorship filtered internet and email access.
- All users will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected. In addition to these accounts generic accounts can be used by students in Years Prep – 2 depending on their ICT skill levels.
- All internet and email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- The technology team will liaise with staff and the technical support technician to manage all internet and e-mail access, maintenance of the school’s web site, web filters and all other issues related to the internet access by students.
- All students are responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff are responsible for notifying a member of the technology team of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the technology team of inappropriate material shall include the removal of access rights.
• Signed student consent is required to be completed in order to gain access to the internet.
• Privacy of students, parents, staff and other users must be recognized and respected at all times.
• Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.
• It is expected that all users have up to date virus protection on personal computers if transferring data between home and school.

User Owned Mobile Devices:
Mobile devices, such as smartphones and tablet computers, are important tools for the organization and their use is supported to achieve learning goals.

However mobile devices also represent a significant risk to information security and data security as, if the appropriate security applications and procedures are not applied, they can be a conduit for unauthorised access to the organization’s data and IT infrastructure.

St John the Apostle Catholic Primary School has a requirement to protect its information assets in order to safeguard its student’s and staff’s, intellectual property and reputation.

The Mobile Devices User Agreement in the appendices of this document outlines a set of practices and requirements for the safe use of mobile devices.

Staff Owned Mobile Devices:
Staff and school owned mobile devices such as ipads, smartphones, etc, can be authorized to connect to the school wireless network. Staff seeking connection should approach the school network administrator who will configure the device for connection. Under no circumstances should security key details be issued to staff or students.

Staff are not able to use mobile devices for personal use during class/work time and yard supervision times. This includes making and taking calls and texts, as well as accessing social networking applications. Special considerations are possible, these can be made with the principal.

Student Owned Mobile Devices:
Students have access to school owned and managed mobile devices only. Student owned devices such as smartphones, ipads, tablets, gaming consoles and ipods are not to be accessed when onsite. Such devices should be stored in the student’s school bag turned off or set on silent. Breach of this requirement will result in the device being stored at the school office for collection at the end of the day. Students are then not to bring the device to school until further notice.

Please Note: Year 5/6 students when permitted by a teacher may access their mobile devices, excluding smart phones and other 3G devices, during wet day programs.)
Web 2.0 Access

Youtube
Staff are able to access video sharing sites such as youtube for educational purposes. Zscaler security settings mean that they are only able to view the video. No uploading or adding and viewing of comments is possible.

Current Zscaler configuration mean students do not have access to youtube. Teachers may provide viewing of videos for students only under supervision using the teacher’s log in.

Social Networking Sites
Social networking sites such as Facebook and Instagram are blocked under the configuration settings of Zscaler for all users onsite.

Blogs
Blog participation is permitted onsite only when the blog is administered by a teacher. Monitoring of student contributions is the responsibility of the administering teacher or teachers. Any breaches off the code of conduct or user agreement should be reported to the school leadership team and network administrator.

Cyber Safety – Cyber Bullying
Cybersafety and ethics are explicitly taught as part of the school curriculum. Cybersafety refers to the ways students keep both themselves and their friends safe on the internet.

Students are now producers of web content on sites like Instagram and Facebook. Much of that occurs outside the school environment. However we believe that our school still has a responsibility to address the underlying values (ethics) and responsible behaviours expected of students.

Dangers can include:
- bullying or harassment (cyberbullying)
- accessing inappropriate content
- contact with strangers
- posting private information
- using (or stealing) content owned by others eg images, music or videos
- plagiarising: taking ideas or information created/owned by others without referencing their origin
- not using critical thinking skills when using the internet
- not seeking support offline when there is an issue.
It is recommended that when dealing with or teaching cybersafety or ethical behaviours that it is helpful to take the ‘technology’ out of the incident to actually help identify the behaviours which are occurring.

Cyberbully therefore is linked primarily to the St John the Apostle Wellbeing Policy.

Publishing Online
Responsibility for spelling, presentation, accuracy and content of all emails, and files stored online initially rests upon the student and finally with the classroom teacher. This relates to published content on the school website, wikis, web pages, and the school intranet.

Prior to publication, where possible, printed copies should be kept of all online student publications.

The SINA administrator will authorize the upload of web pages to the world wide web.

Email Disclaimer
All emails sent externally from St John the Apostle’s SINA service will automatically have a disclaimer attached to them. The current disclaimer is worded as follows:

This e-mail and any attachments may be confidential. You must not disclose or use the information in this e-mail if you are not the intended recipient. If you have received this e-mail in error, please notify us immediately and delete the e-mail and all copies. St John the Apostle Primary School does not guarantee that this e-mail is virus or error free. The attached files are provided and may only be used on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. The content and opinions in this e-mail are not necessarily those of St John the Apostle Primary School.

This disclaimer must not be altered or interfered with in any way, except by Authorised Persons. The use of this disclaimer may not necessarily prevent St John the Apostle or the sender of the email from being held liable for its contents.

School email systems must also append the same disclaimer (above) to messages sent externally from the School’s Email service.

Agreements
Access to the schools computer network is reliant upon users agreeing to acceptable use conditions. Formalised agreements relate to the use of school computers (including the Internet) by staff and students, as well as electronic gaming consoles and ipod usage.
Internet Usage - Student Agreement

I agree to use the Internet, intranet and email at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When I use the Internet, I have responsibilities and rules to follow. I agree to:

1. Keep my user passwords confidential and notify my teacher if I feel that others know my password.
2. Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images.
3. Be respectful in how I talk to and work with others online and never write or participate in online bullying.
4. Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
5. Not download unauthorised programs, including games, to the school and run them on school computers.
6. Not go looking for rude or offensive sites.
7. Compose e-mail messages using only language I understand is acceptable in my school and always have my teacher’s permission before sending an email.
8. Use the Internet at school to help me to learn.
9. Not use the Internet or intranet over wet day programs.
10. Not take part in online chat rooms outside of the school intranet.
11. Always check with a teacher before publishing materials on the web.
12. Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions.
13. Not subscribe to mailing lists or clubs over the Internet at school.
14. Be aware that a history of sites I may visit can be viewed by the teacher.
15. Talk to my teacher or another adult if:
   a. I come across sites which are not suitable for our school.
   b. Someone writes something I don’t like, makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
   c. I feel that the welfare of other students at the school is being threatened by online activities.

When I use Information and Communication Technology equipment (including Laptops, ipads, ipods, cameras, etc.) I have responsibilities and rules to follow.

I agree will to:

1. Handle all hardware with care. If it is damaged, I will report it to a teacher.
2. Not alter the settings or configurations of a devise (e.g. Display and Audio Settings, Wallpapers, Screen Savers, Access Rights, etc.) unless directed to do so by a teacher.
3. Be aware that my files on the fileserver will be accessed by the teacher.
4. Not bring unauthorised programs on portable media (e.g. USB, CD, DVD, etc.) including games, to the school and run them on school computers.

5. Only store data on portable storage devices (e.g. USB, media cards, etc.) that is related to my learning.

6. Return all hardware including batteries, media cards, cables after use.
Student Agreement

Student Name:___________________________________

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

I understand that breaches of the rules will see me lose my internet and email access rights for a period of time determined by my teacher and the technology team.

Student Signature : _______________________________ (Year 3 -6)

Parent Signature: _____________________________

Date: _________________________________________

Internet Usage - Staff Agreement

St John the Apostle Primary School recognises access to the internet, email, computer and mobile device facilities as an integral part of learning and teaching in our rapidly changing world. Responsible and professional usage of these telecommunications by staff is expected at all times. The following guidelines set out clearly the expected use of the telecommunications here at St John the Apostle Catholic Primary School.

- My email is a branch of the St John the Apostle address. I will therefore always use appropriate and respectful language in all messages that I send.
- I will not use material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually oriented messages or images and messages that could constitute sexual harassment.
- My email during school hours is for professional use only and is not to be used for personal correspondence.
- If I receive unsolicited offensive or inappropriate material electronically I will notify the school principal. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto the school system except where the material is required for the purposes of investigating a breach of this policy.
- I will not participate in social networking such as Facebook during school teaching/work time.
- I will not make or answer calls and SMS messages on my mobile device during teaching/work time.
- When using the school computers I will not move, delete or modify or view any files that do not belong to me.
- I will handle hardware with care.
- Viruses have the potential to seriously damage the St John the Apostle ICT system. I will not open any downloaded files, emails or attachments that I am not expecting or that look suspicious. In the event that I receive any files that I suspect contain a virus, I will report it immediately to the network administrator.
- I will not allow my internet and network password to become known by others. If so I will inform the Information Technology Administrator immediately to have it changed.
- I understand that my email is for professional use only and is, after notification, able to be viewed by administration.

### Internet Usage – Staff Agreement

Name: _________________________

I fully understand and will follow the guidelines listed in the St John the Apostle Information Technology Staff User Guidelines and Agreement.

Signature: _______________________

Date: ____________

### Mobile Devices Acceptable Use Agreement

St John the Apostle Catholic Primary School views student access to technology as a vital part of providing a contemporary learning environment. As a result the school has invested heavily in providing students with up to date technological devices. Considering the ease of access to these devices and the importance of active play the school has formulated the following Acceptable Use Agreement for the use of mobile devices such as smartphones, ipods, ipads, Nintendo ds, etc.

Students are not permitted access to their personal portable devices such as smartphones, ipads, tablets, ipods and gaming consoles. Student access to these devices is available using school managed devices only.

### Personal Mobile Devices

I agree to:

- Store all mobile devices in my school bag upon entering the school site. They will be either switched off or put in silent mode.
- Not access my mobile device until I have left the school site after dismissal.
Care and Responsibility

I am aware that my mobile device is my responsibility. If I choose to have it at school in my bag I should consider the following precautions to ensure its safety.

1. Locking my bag with a keyed padlock
2. Setting a passcode which restricts access to the device.
3. Providing a soft cover to protect it from accidental damage.
4. Ensure it is away from water and other liquids.

Any breach of the above agreement will result in immediate confiscation of the device. The console will be stored in the front office and will be collected after school. The console is not to be brought to school again, unless agreement has been made with the school leadership team.

Mobile Devices Acceptable Use Agreement

I ______________________________ agree with the above conditions, and will follow them at all times when at school.

Signed: ___________________________ (Year 3 – 6 Students Sign)

Signed: ___________________________ (Year P – 6 Parents Sign)

Date: ____________________________

Policy Updates

This policy may be updated or revised from time to time. The school will not notify you each time the policy has changed. If you are unsure whether you are reading the most current version, you should contact the school principal.