ICT Acceptable Use Policy and Code of Conduct 2020

St. Patrick's Primary School Pakenham

Rationale:

It is important that the students of St. Patrick's Primary School are taught how to use ICT effectively and safely. At St. Patrick's ICT is embedded in practice as a Teaching and Learning Tool to support and enrich the curriculum for the teaching staff, students and Learning Support staff in accordance with St. Patrick's Technology Design Brief.

Under the supervision of staff, at school Grade K- 6 students will have opportunity to use:

·   An individual, password-protected account allowing access to network iPads, computers and printers.

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Under the supervision of staff at St. Patrick's Primary School Grade 3-6 Students will have opportunities to use:

·   An individual, password-protected account allowing access to the internet, provided by the Catholic Education Victoria Network through a filter. This will also be available from home.

·   Google Apps for Education including email, calendar, docs, sheets and slides.

In addition, students in the whole school will have opportunities to use:

·   Software for word processing.

·   Software for recording, editing, and viewing sound files, images and video files.

·   Interactive and Apple TVs

·   iPads

At school students must:

·   Grades 3-6: Use their own account at all times and keep their password private

·   Grades Prep – 2 will use: 'student' login.

·   Only deliberately access web pages for a suitable educational purpose.

·   **Alert their teacher if**: anything alarms or concerns them on the internet, or they access something they know to be inappropriate.

·   Follow safe network procedures.

·   Save their work in an organized way.

·   Report any instance of cyber bullying to staff, even if this occurs outside of school hours.

·   Treat all computers, printers, scanners, iPads and other hardware with respect and care. Not place magnets near computers.

·   Follow the school expectations of Safety, Respect and Cooperation when using ICT.

·   Know where classroom technology is located within the class.

·   Return iPads and laptops to the correct charging areas safely, ensuring they are put on charge.

·   Participate in Australian Communication and Media Authority cyber safety unit of work

At school students must not:

·   Knowingly access inappropriate websites

·   Deliberately evade the filters and structure in place on school computers and devices.

·   Alter or in any way tamper with settings on school computers and devices, outside basic modifications approved by staff (e.g. changing format of own 'my desktop page').

·   Use their school email to send inappropriate messages or images.

·   Engage in the following potentially unsafe practices on school computers and devices without teacher permission and supervision:

> o Accessing chat rooms

> o Providing personal details online

> o Signing onto email lists

> o Downloading files/applications

> o Uploading photos

No students should use any school device to:

- · Access social networking websites such as Facebook, Instagram, Snapchat.

- · Bully, threaten, tease or disrespect other students, parents or staff

- · Undertake any activity online that damages the reputation of the school.

Information for Parents

While the internet at St. Patrick's Primary school is filtered and is therefore as safe as we are able to make it, no filter will ever be completely effective at removing every online risk. For this reason, this code of conduct covers actions that should not be accessible to students, but may under certain circumstances become possible. St. Patrick's Primary will endeavor to educate students in the safe, appropriate and acceptable use of ICT and not rely on external factors such as filters to keep them safe.

Google Apps for Education

Google Apps is a collection of free online applications. These applications do not reside on the devices themselves, but rather they are accessed through a web browser. This is considered to be 'working in the cloud'. The benefit of this structure allows flexibility in accessing documents from any device with internet access. Staff and students can access documents saved on the Google apps from any internet connected device, including iPads. Goggle Apps For Education (GAFE) is a special setup of the popular Google Apps, tailored specifically for educational institutions. This means that accounts are managed by St. Patrick's Primary and advertisements are turned off.

The Google agreement with St. Patrick's Primary School provides access to Google applications and storage. While Google hosts these services off-site, St. Patrick's maintains the ability to manage users, groups and settings. All users of the St. Patrick's Primary School GAFE need to be aware that the St. Patrick's Google Administrator can access, manage and monitor accounts and activity within the GAFE domain.

St. Patrick's Primary School reserves the right to grant and revoke user access and control other settings to ensure a safe and secure collaborative environment for students and teachers.

Please read this ICT acceptable use policy and code of conduct, discuss with your children and sign before returning to school. All details do not apply to all users at all times. For junior children some details may not be applicable. Please discuss the things you deem to be appropriate for them to understand and sign and return to school. <u>Students who have not had the form signed and returned to school will not be allowed individual access to the school network.</u>

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User Agreement for 2020

I have read the ICT Acceptable use Policy and Code of Conduct and have discussed it with my child. He/she understands the things he/she may and may not do when using school provided ICT. We agree to follow the code of conduct. In addition I am happy to appropriately monitor my child's home computer use.

Child Name: _____

Sign: _____

Parent Name: _____

Sign: _____

Child's class for 2020 _____

Date: _____