Catholic Education
Diocese of Cairns
Learning with Faith and Vision

St Anthony's School, Dimbulah

ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

The use of digital devices and points of access to email and Internet services is provided to students in order to support their educational and administrative needs. These digital devices and services are educational tools and **must be used in a responsible manner**. There are constant advances and changes in the use of technology (including for e.g. software, apps, information sharing, social media platforms, new devices etc. and this list is not exhaustive). Therefore students must seek advice and clarification from the school as soon as possible when engaging with new or unfamiliar technology. Acceptable use is guided by the following principles.

- Students must behave in an ethical manner when using digital devices, whether school owned or student provided devices (Bring Your Own Devices "BYOD") to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ- centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

This agreement informs parents and students of our school's expectations when students are using the devices and services provided whether provided by the school or BYOD, and when using their personal equipment to communicate to or about members of the wider school community. Students whose actions contradict this will be subject to the school's Behaviour Management processes. This may include the withdrawal of access to services. Unacceptable material will be supplied to the Police or other relevant agency at the discretion of the school or Catholic Education Services (CES) Cairns.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and CES Cairns. School devices or BYOD may be taken or accessed where there is a reasonable belief that:

- There has been or may be a breach of the school rules.
- There may be a threat of harm to a student or others or system security.

Students will cooperate with a directive from the school in providing access to the BYOD.

Interaction with school staff on social media sites is only to occur in the context of a formal learning exercise**.**

Students using school owned technology

Students and their families who use a school owned device have the following responsibilities:

- To care for the laptop / device to the best of their ability.
- To keep the laptop / device secure and protect it from any malicious damage.
- To bring the laptop / device to school each day in readiness for use in the classroom – this includes having the battery charged and digital files effectively managed.
- **To replace or repair any damaged, lost or stolen laptop / device at their own cost.**
- To return the school owned laptop / device (and any inclusions such as power cords and carry case) in good order when leaving the school.

Secondary cybersafety requirements

This section outlines ethical and safe use of ICT and addresses the particular use of these technologies that has come to be referred to as **'Cyberbullying'** (See No 3 below). The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and or teachers, or is criminal in nature or has the capacity to impact on relationships across the wider school community.

1. When using school and personal devices and services **students will**:

   - Ensure that they access the Internet only within the school proxy and filtering system provided.
   - Ensure that communication through Internet and email services is related to learning.
   - Keep passwords confidential, current and private.
   - Log off at the end of each session to ensure that nobody else can use their account.
   - Promptly tell their 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.
   - Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
   - Use appropriate privacy controls for all internet and app based activities. I.e. Location settings.
   - Ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
   - Ensure copyright and intellectual property requirements are followed.
   - Only access applications and sites as per their terms of use and age requirements (e.g. 13+, 17+).

2. When using the school services or personal mobile phones (or similar personal equipment) **students will not, and will not attempt to:**

   - Disable settings for virus protection, spam and internet filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
   - Disable system installed apps e.g. Hapara remote control extension.
   - Allow others to use their personal accounts.
   - Deliberately use the digital identity of another person to send messages to others or for any other purposes.
   - Participate in 'social networking' internet sites without the permission of a teacher.
   - Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
   - Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
   - Disclose personal information about another person (including name, address, photos, phone numbers).
   - Distribute or use information which is copyrighted without proper permission.
   - Take photos or video of members of the school community without their consent.

3. When using ICT to communicate or publish digital content students will **never** include;

   - Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
   - Threatening, bullying or harassing material or make unreasonable demands.
   - Sexually explicit or sexually suggestive material or correspondence.
   - False or defamatory information about a person or organisation.
   - The school name or crest without the written permission of the principal.

4. If inappropriate material is accidentally accessed students **will:**

1. Not show others
2. Turn off the screen or minimise the window and
3. Report the incident to a teacher immediately.

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- Ensure that communication through Internet and email services is related to learning.
- Keep passwords confidential, current and private.
- Log off at the end of each session to ensure that nobody else can use their account.
- Promptly tell their 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.
- Keep personal information including names, addresses, photographs, and telephone numbers, of themselves or others, private.
- Only publish to web pages with the teacher's permission.
- Only go online or access the internet when a teacher gives permission and an adult is present.
- Ask the teacher first if unsure whether they are allowed to do something involving ICT.
- Have permission from school before bringing any ICT equipment / devices from home. This includes things like mobile phones, ipods, games, cameras, and USB drives.

2. When using the school services or personal mobile phones (or similar personal equipment) **students will not, and will not attempt to:**

- Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- Disable system installed apps e.g. Hapara remote control extension.
- Allow others to use their personal accounts.
- Deliberately use the digital identity of another person to send messages to others or for any other purposes.
- Participate in 'social networking' internet sites without the permission of a teacher.
- Download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Disclose personal information about another person (including name, address, photos, phone numbers).
- Copy other people's work and call it their own – including pictures and information from the internet and network.
- Attempt to search for things online they know are not acceptable at school. This could include anything that is rude or violent or uses unacceptable language such as swearing.
- Take photos or video of members of the school community without their consent.

3. When using ICT to communicate or publish digital content students will **never**:

- Use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to the school, or the school itself, even if it is meant as a 'joke'.

4. If anything mean or rude or unacceptable at the school is found on any ICT**, students will:**

1. **Not show others**
2. **Exit the program or turn off the screen and**
3. **Get a teacher straight away.**

Agreements

eLEARNING ACROSS THE CURRIUCLUM

Teachers may incorporate the use of online web 2.0 tools and sites including the cloud computing during the course of supervised learning activity. Access to cloud computing is predicated on the provisioning of a Google Email account. The use of Google Apps is supported by a signed agreement between Catholic Education and Google, and acknowledgement from Google on their commitment in ensuring the Google Apps for Education environment is a safe and secure environment for students to use.

The school's email system is provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In using the school's email system consent is given for this transfer, processing and storage of that information.

ICT Supported Education Activities may include:

- Access the internet for information relating to class work.
- Publishing work created by students, credited by students' first name only.
- Communication and collaboration with others, within the school, and organisations outside of the school (with approval from teachers).
- Use of a variety of websites, including registration and the use of personal usernames and passwords, for educational purposes including cloud computing (eg Google Apps for Education).

PARENT AGREEMENT

I/we have discussed this agreement with my/our child and we agree to uphold the expectations of the school in relation to the use of digital devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the school's Behaviour Management Policy and that we will be responsible for replacing or repairing a school issued laptop / device that may be damaged, lost or stolen.

NAME: _____ **DATE:** _____

SIGNATURE: _____ 

(Parent/s or Caregiver/s)

STUDENT AGREEMENT

I have read and discussed this policy with my parent / carer and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

NAME: _____ **HOME GROUP/PC CLASS:** _____

SIGNATURE: _____ 

DATE: _____