

Purpose

'The digital world is characteristic of the contemporary world...the web and social networks have created a new way to communicate and bond...Yet to understand this phenomenon as a whole, we need to realise that, like every human reality, it has its share of limitations and deficiencies.'

Pope Francis, *Christus vivit*, 2019.

Access to digital technologies, including the internet, is provided to students and staff at St Martin de Porres because digital information and communication are important mediums for contemporary learning and teaching and administration. Within MACS a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite of digital technologies. The information, communication and learning technologies used by students in classrooms will be appropriate to the age and development of students. These technologies are used to support professional learning and the development of networks within and between St Martin de Porres and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students and staff at St Martin de Porres are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Martin de Porres, along with parents in our community, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

Computers and the computer systems, including the e-mail 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 education related purposes. This policy contains the School's requirements in regard to the use of and interaction with these systems. Access to the School's computing facilities (such as e-mail and Internet) is considered a privilege, not a right. Use of the School's computing services and related hardware and software components, therefore needs to be appreciated, respected and needs to be used carefully and responsibly at all times.

As there is a strong element of trust in the use of such facilities, any breach of this trust will have consequences for any person wishing to access school computing facilities. The School also believes that the use of email and the internet in general, particularly for social networking, requires a maturity, reasoning and understanding beyond primary age students and therefore believes it inappropriate that St. Martin's students have access at school or elsewhere to sites such as 'Facebook', 'MySpace' or any other social networking site.

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies within Catholic schools supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at St Martin de Porres in accordance with legal and moral requirements and expectations.

Scope

This policy applies to members of the St Martin de Porres community in their use of digital technologies. It applies to all computers, devices, internet and network services, information and communication technologies, applications, and systems provided, operated and managed by the school. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the school. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

Definitions

Computer is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

Device refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

Email means the system that enables users to send data over the internet using computers and mobile devices.

ICON means the Integrated Catholic Online Network which is used to deliver shared services for educational and administrative purposes across Catholic schools.

Internet means the system of interconnected networks that connects computers for data transmission and storage.

Intranet refers to a local system of computers enabling students and staff to communication and share information within their school community.

Mobile devices refers to (but is not limited to) mobile phones, PDAs and portable storage devices.

Network services means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

Parents includes parents, guardians and carers.

Social networking means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

Staff means salaried, voluntary and contracted persons.

Students means those students enrolled at St Martin de Porres.

Website is an internet based page or series of pages grouped together and managed by a person or group.

Principles

The use of digital technologies within our school by staff and students at St Martin de Porres is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and ethos of the school, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- inappropriate online behaviour, including cyberbullying, will not be tolerated.

Policy

Internet and Network Access

Access to internet and network services are provided by MACS to staff and students of St Martin de Porres for educational and administrative purposes. From time to time, other MACS policies and requirements in particular schools may result in restrictions.

Access rights assigned to students and staff at St Martin de Porres will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Martin de Porres may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

Expectations of users

All students and staff at St Martin de Porres are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever St Martin de Porres equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Non-compliance with this policy

Disciplinary action may be undertaken by St Martin de Porres against any student or staff member who is found to be inappropriately using the provided internet, network services, device or mobile device. The principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines. These measures may be outlined in staff handbooks or the Acceptable User Agreement for students used by St Martin de Porres.

Duty of Care

St Martin de Porres will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Martin de Porres will prepare staff to deal with these issues.

Monitoring

Students

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

Staff

An authorised person (e.g. principal, Regional General Manager or other MACS staff member) can monitor the use of MACS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to MACS information and communication networks from viruses and intrusions, current virus screening software is activated, and where appropriate, passwords are used by staff and students of St Martin de Porres. Firewalls will be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the school or MACS. Non-authorised staff and students are not permitted to have access to these levels of system management.

Email

Email service is provided for educational and administrative purposes. Staff and students at St Martin de Porres must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, school phone number and postal address. St Martin de Porres advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Martin de Porres may create, or have created, a website with the approval of the principal. These websites must be established and maintained in accordance with MACS policies and guidelines and relevant legislation.

Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the principal.

Acceptable Use Agreements

Appropriate Use - Internet/Intranet System

The School's Internet access facilities must only be used for authorised work related purposes. St. Martin de Porres School's Internet facilities must not be used to:

access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist or political content or which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes;

probe security mechanisms at the School or any other Internet sites;

post any information on Internet newsgroups, bulletin boards or similar forums on behalf of the School unless specifically authorised to do so; or

lift information from articles on the Internet - unless the Computer User has adhered to the same protocols for recognising source information that apply to the use of hard copy documents as reference or research material.

While using the St Martin de Porres School's Internet facilities, Computer Users must :

check that any files downloaded are virus free before they get into the School network;

if downloading files from the internet :

- Download the files to the computer desktop so that they can be virus checked prior to use;
- Arrange with the School's computer systems administrator to immediately install an up to date virus checker if there is not an up to date virus checker on the Internet connected computer;
- Only transfer internet files into the School's network system once these internet files are proven to be free of viruses.

While using the St Martin de Porres School's Internet facilities, Computer Users must not:

- misrepresent or attempt to misrepresent their identity;
- subscribe to Internet or mail lists without specific authorisation from the School;
- download files directly from the internet into the School's network system without complying with the requests set out above;
- access such social networking sites as 'FaceBook' or 'MySpace' or similar site, during school hours.

Personal Use

Limited and occasional personal use of the School's e-mail and Internet system by employees is acceptable.

However, use of the Internet and e-mail must not interfere with the Computer User's work obligations.

Personal use of the School's e-mail and Internet system by students is not permitted under any circumstance, at any time.

Monitoring E-Mail and Internet Use

All Computer Users should be aware that:

- The content of both work related and personal e-mail and Internet communications may be monitored by the School to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities
- All emails and attachments to email stored on the School's computer system are the School's property and may be viewed by the School.
- All e-mail and Internet transactions and communications may be monitored or intercepted by other parties (including parties other than the School).

Responsibilities

All Computer Users are personally responsible for complying with this policy.

School leaders are personally responsible for ensuring that employees under their supervision are:

- aware of and understand this policy; and
- complying with this policy.

All parents / guardians in partnership with classroom teachers, have a responsibility each year to facilitate their children / students knowing and understanding the contents of this policy.

Consequences of misuse

If the School considers that a Computer User has engaged in practises which in any way fail to comply with this policy, whether at school or elsewhere, it may:

- immediately remove the Computer User's access to any part of the School's computer system (including e-mail or Internet);
- audit and view all relevant material viewed on, sent to and from its computer system;
- in more serious cases of policy breach, the School may take disciplinary measures against an employee, which may, at the extreme, include summary dismissal;
- in more serious cases of policy breach, and consistent with the school's 'Behaviour Management Policy' definition of 'cyberbullying' and 'serious offence', take disciplinary measures against a student, which include removal of access privileges for an appropriate, extended period of time as deemed appropriate by the School Principal, or, at the extreme, include suspension of enrolment or expulsion;
- in more serious cases of policy breach, and consistent with the school's 'Behaviour Management Policy' definition of 'cyberbullying' and 'serious offence', take disciplinary measures against a parent, carer or guardian which may include the removal of access privileges via email and internet;
- In more extreme cases of policy abuse by a parent, carer or guardian, and consistent with the school's 'Behaviour Management Policy' definition of 'cyberbullying' and 'serious offence', remove physical access privileges to the school grounds or include suspension of their child's enrolment or possible expulsion.

Students

St Martin de Porres provides students and parents/guardians/carers with the following:

- a copy of St Martin de Porres Acceptable Use Agreement
- a copy of this policy.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian/carer and school representative before the student is given access to, and use of, a school's internet, network services and devices.

Staff

Staff are required to use the internet and network services in accordance with this and other policies.

St Martin de Porres provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- St Martin de Porres Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy