



# CES Ltd Frameworks

## St Mary's Primary School, Myrtleford ICT Usage Policy

### 1. Vision

The vision for Catholic Education Sandhurst Limited (CES Limited) is to provide, in partnership with our families, stimulating, enriching, liberating and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- in leadership encompassing vision, innovation and empowerment.

### 2. Introduction

Sandhurst Catholic Schools operates with the consent of the Bishop of Sandhurst and are owned and operated by Catholic Education Sandhurst Limited (CES Limited). This Policy forms part of the Duty of Care Framework which is available at <http://www.smmyrrtleford.catholic.edu.au>.

Access to digital technologies, including the internet, is provided to students and staff at Sandhurst Catholic Schools because digital information and communication are important mediums for contemporary learning and teaching and administration.

Sandhurst Catholic Schools owe a duty of care to students and will provide instruction in online personal safety issues including inappropriate sites, stranger danger, cyberbullying and scams.

Sandhurst Catholic Schools will prepare staff to deal with these issues.

### 3. 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.

**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 communicate and share information within their school community.

**Mobile devices** refers to (but is not limited to) mobile phones, tablets or 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.

### 4. 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.*

In using and managing internet and network services, students and staff in Sandhurst Catholic Schools are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. CES Ltd and school communities, educate students in the use of information and communication technologies to assist them to become responsible users, creators and publishers in the digital environment.

## 5. Principles

The use of digital technologies within our school by staff and students at Sandhurst Catholic Schools 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
- 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)
- 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 from any members of Sandhurst Catholic school communities.

## 6. Scope

This CES Ltd policy applies to members of Sandhurst Catholic school communities in the 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 Sandhurst Catholic Schools.

This policy does not apply to curriculum content. The curriculum and teaching practices and pedagogy are outlined in documents related to learning and teaching programs.

## 7. Policy Statement

All Sandhurst Schools will promote educational excellence and enhance the student learning environment through use of a range of technological and multimedia equipment.

Access to internet and network services is overseen by CES Limited Office to staff and students of Sandhurst Catholic Schools for educational and administrative purposes.

A range of technology platforms, including Google Suite, 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 educational, administrative and professional learning within and between Sandhurst Catholic Schools and others. They also enable effective communication with school communities and enable partnerships with teachers for the education of children.

Access rights assigned to students and staff at Sandhurst Catholic Schools will be determined by the Principal and may vary as educational and administrative purposes change.

Students and staff at Sandhurst Catholic Schools 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 for sending unnecessary communications.

## **8. Expectations of users**

All students and staff at Sandhurst Catholic Schools 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 CES Ltd Office/Sandhurst Catholic Schools equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

All Sandhurst Catholic Schools will communicate the rules regarding personal use of mobile and other electronic devices and responses to breaches of these rules to school communities.

### **8.1 Non-compliance with this policy**

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

## **8.2 Duty of Care**

Sandhurst Catholic Schools will provide instruction to students in online personal safety issues including inappropriate sites, stranger danger, cyberbullying and scams. Staff in Sandhurst Catholic Schools are provided with professional learning to assist them to deal with these issues. School staff in conjunction with the Principal will identify any risk management issues and follow protocols for managing, recording, monitoring, and minimizing risks.

## **8.3 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. a Principal, or other CES Limited staff member) can monitor use of CES Limited ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

### **Security**

To minimise risk to CES Limited information and communication networks from viruses and intrusions, current virus screening software is to activate and where appropriate, passwords are to be used by staff and students of Sandhurst Catholic Schools. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the school or CES Limited. 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 Sandhurst Catholic Schools 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. Sandhurst Catholic Schools advise students and staff that they may be held accountable for the email they create and distribute using the network.

## Websites

Sandhurst Catholic Schools may create, or have created, websites with the approval of the Principal in the school. These websites must be established and maintained in accordance with CES Limited 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.

# 9. Acceptable Use Agreements

## Students

Sandhurst Catholic Schools provides students and parents, guardians and/or carers with the following:

- A copy of the school's Acceptable use Agreement
- A copy of this policy
- Code of Conduct for students.

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent, guardian and/or 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. Sandhurst Catholic Schools provides staff with the following:

- A copy of this policy
- A copy of the Acceptable User Agreement
- Code of Conduct.

Sandhurst Catholic Schools may also develop policies and procedures for their school communities to include information on ownership, use, care and support of devices where appropriate. Schools can also include the sites or processes for software / App access and updates.

## 10. Related Policies

- Bullying Prevention Policy
- Child Safe Policies
- Codes of Conduct for students, parents, guardians and/or carers and staff Data Breach Policy
- Data Breach Policy
- Complaints Management Policies
- Privacy Policy
- Social Media Policies
- Student Behaviour Management Policy

