

St. Vincent de Paul Primary School

ICT Acceptable Usage Policy



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 Vincent de Paul Primary School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (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 Vincent de Paul Primary School 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 Vincent de Paul Primary School are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Vincent de Paul Primary School, 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.

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 Vincent de Paul Primary School in accordance with legal and moral requirements and expectations.

At our school we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a behaviour management policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy and intellectual property

including copyright.

- Supervise students when using digital technologies and Google Apps for Education (G-Suite) for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Implementation:

Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet and email account. Such access is a privilege that infers responsibility and not simply a right to be expected.

Staff and students need to be aware that internet and email usage is not private and will be monitored by the school. The school ensures that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

Privacy of students, parents, staff and other users must be recognised and respected at all times.

Information and Communication Technology and class lessons will focus on the development of skills in online practices and encourage students to be responsible digital citizens.

Scope

This policy applies to members of the St Vincent de Paul Primary School 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 Vincent de Paul Primary School.

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 Vincent de Paul Primary School 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 Vincent de Paul Primary School 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 Vincent de Paul Primary School will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at St Vincent de Paul Primary School 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 Vincent de Paul Primary School 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 Vincent de Paul Primary School 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 Vincent de Paul Primary School 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 Vincent de Paul Primary School.

Duty of Care

St Vincent de Paul recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnerships with parents/guardians. We request that the parents and guardians of the students at St Vincent de Paul Primary school, work with us, and encourage this behaviour at home.

St Vincent de Paul Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. St Vincent de Paul Primary School 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. a principal, a regional 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 to be activated, and where appropriate, passwords are to be used by staff and students of St Vincent de Paul Primary School. Firewalls are to 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 Vincent de Paul Primary School 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 Vincent de Paul Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Vincent de Paul Primary School 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

Appendix 1: St. Vincent de Paul Primary School Student Agreement

Appendix 2: St. Vincent de Paul Primary School Acceptable Use Policy

Students

St Vincent de Paul Primary School provides students and parents/guardians with the following:

- a copy of St Vincent de Paul Primary School 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 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 Vincent de Paul Primary School provides staff with the following:

Teachers, students and parents need to use technology tools safely and appropriately. At no time should changes be made to any settings (including screensavers) which may alter the tools appearance or function. Technology should be stored and transported with care at all times.

- Appendix 3: Staff Digital Technology Policy

Related school policies

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff
- Data Breach Policy
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy.

Appendix 1: St Vincent de Paul Primary School Student Agreement

Student Agreement - Please read this with your child. Signing the agreement is also signing on behalf of your child

I agree to use the internet and all digital technologies 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. I agree not to alter the device's settings. I agree not to bring software to school, as they may contain unsuitable material or viruses, and the school does not have licences for these products. When working on the internet, email and using digital technologies:

- I will keep my password secure and only use it myself.
- I will not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- I will never record conversations, take, use or post a picture of myself or others without permission.
- I will follow school guidelines and procedures when preparing materials for publication.
- I will always use respectful and appropriate language.
- I will not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that. I should tell my teacher about this message.
- I will not copy material from websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- I will support others by being respectful in how I communicate with them.
- I will not participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- I will use my Google Apps for Education (GAFE) and email account for school related learning only.
- I will not create or join YouTube channels with my school account.
- I will not use a picture of anyone else as my GAFE account profile picture.
- I will not download anything from the Google Chrome store unless my teacher has given me permission.
- I will use SeeSaw safely in the classroom and will make sure I only use my own account.

I understand that breaches of the rules will result in the loss of my internet rights and use of digital technologies for a period of time determined by my teacher and the Principal.

Acceptable Use Agreement at SVDP for students:

Please know that your children will be reading and signing a student version of this Digital Technology policy.

It is important that you have read and understood the content in this Policy. By signing this, you agree for your child to have internet access at St Vincent de Paul.

Appendix 2: St Vincent de Paul Primary School Chromebook Acceptable Use Policy

St. Vincent de Paul recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnerships with parents/guardians. We request that the parents and guardians of the students at St Vincent de Paul Primary school, work with us, and encourage this behaviour at home.

The world our students live in, is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using ICT and to respond creatively to emerging technologies. St Vincent de Paul Primary School is committed to the use of technology as a tool to empower students to become independent learners, improve students' learning outcomes and enhance family-school relationships.

'Laptops for learning' recognises students' needs for a curriculum that meets the demands of an increasingly globalised and interconnected world in the 21st century. We believe that a 1 to 1 learning environment provides exciting and personalised learning possibilities, as well as creates powerful educational journeys for our students, extending well beyond the classroom walls.

This Acceptable Use Agreement is designed to give students and families clear and concise guidelines regarding the appropriate use of school laptops and computers. The underlying premise of this policy is that all members of the St. Vincent de Paul community have a responsibility to uphold the Catholic values of our school. We expect our students to exercise good judgement and to use technology with integrity. Our 1 to 1 learning environment provides exciting possibilities to create powerful educational journeys for our students, extending well beyond the St Vincent de Paul learning environment.

Online Safety

To ensure student safety Online, it is expected that students will:

- Carefully consider the content they upload or post online: this is often viewed as a personal reflection of who they are
- Act responsibly at all times
- Adhere to all social media and online guidelines and ethics
- Adhere to all online terms and conditions
- Report to a teacher or adult if at any time they feel uncomfortable or unsafe online
- Understand that all online interactions are not private
- Not disclose personal information of their own or others online at any time - no full name, address, phone numbers or personal photos. Avatars only
- Interact appropriately in all online activities including social media - no slandering, cyber bullying, misinformation, gossip or personal attacks
- Not use digital technologies to harass or bully others
- Not disclose usernames and passwords to anyone
- Not use another person's username or password

Machine Safety

To ensure the safety of our digital technologies, it is expected that our students will:

- Close lids slowly
- Keep laptops in a safe place with a protective case if food and drink are being consumed
- Carry laptop with two hands and lid closed when moving around (never held by the screen)
- Keep protective case on at all times
- Report any problems, vandalism, damage or loss of the device to the homeroom teacher and school immediately
- Handle all ICT devices with care and notify teacher immediately of any damage or attention required

Data Safety

To ensure the safety of school and student data, it is expected that students will:

- Protect and respect the privacy of others
- Backup their data securely by storing their work on their school Google Drive account
- Maintain school device settings for virus protection, spam and filtering
- Not download unauthorised Applications, games or programs without permission
- Not interfere with network systems and security settings
- Not access the data of another user or attempt to log into the network with login details other than their own

Behaviour Expectations

To ensure a safe and positive environment for all, it is expected that all students will:

- Follow teacher directions at all times when using laptops
- Ensure that their laptop is left on charge overnight so that it is fully charged for the next day
- Follow teacher directions at all times when using laptops
- Only use their own designated laptop, unless in a collaborative environment with teacher permission
- Only use their own username and password to login. If they feel their login details have been compromised they must tell a teacher or adult immediately
- Only use the accessories supplied to them
- Use copyright free material only, or their own original material- images, video, music
- Not use material that is not their own without a bibliography
- Not edit other's work unless working collaboratively and with teacher permission
- Not stream music from the internet without teacher permission
- Keep screen sharing turned off at all times unless instructed by a teacher
- Keep their laptop clean
- Use a laptop protector

Rules of Engagement

- If a teacher closes a laptop lid, only a teacher may open it again... this may happen if a student is not listening or following instructions
- Students must understand that the school has access to all login details that students use and will be monitoring these regularly
- Skype must be off at all times unless instructed otherwise by a teacher
- Permission must be requested from classroom teacher or leadership before downloading any internet apps/games etc
- Students will need to read all requirements set out in St Vincent de Paul ICT and E-smart Communication Policy (laptop handling, file management, copyright, online ethics, cybersafety) before having permission to use the laptops
- Students will need to complete a Cyber Safety Lesson and receive their Cyber Safety Licence
- Internet history on laptops will be randomly selected by teachers to view for ensuring students are adhering to user agreement
- Students are responsible for software updates with guidance from teachers
- Students must keep internet history on their laptop until directed by a teacher to clear

Compliance

It is expected that our students will enter into the spirit of this agreement in line with the values of St Vincent de Paul Primary School. It is not expected that there will be serious breaches by the students. However, in the event of any that arise, the following will be put into place:

- Breaches of the acceptable use agreement in any form will incur the removal of the laptop for a period of up to one week along with formal communication with parents.
- Subsequent breaches will be considered more serious and therefore incur more serious consequences. These will include removal of the laptop for a period up to 2 weeks and further communication with parents to guarantee and enforce stricter monitoring and follow up at school and home.
- During any time of suspension, students will be expected to complete all set tasks with pen and paper

For Students

I have read the Acceptable Use Agreement and I will abide by all the expectations laid out within. I understand the consequences for any breach of this Agreement and will accept these at the School's discretion.

Student Full Name: _____

Student Signature: _____

Date: _____

For Parents

I have read the Acceptable Use Agreement and I will abide by all the expectations laid out within. I understand the consequences for any breaches and am supportive of this.

Parent Full Name: _____

Parent Signature: _____

Date: _____

Appendix 3: St Vincent de Paul Primary School Staff Digital Technology Policy

Introduction:

St Vincent de Paul Primary School is committed to creating a safe and responsible attitude towards the use of digital technology and learning. The school provides staff and students with digital technology for education, communication, and research purposes. Staff members are expected to exercise responsibility, use the resources ethically, respect the rights and privacy of others and operate within the laws of the State and Commonwealth, including antidiscrimination and sexual harassment laws and other school policies.

This policy & associated agreement aims to ensure that staff members use digital technology appropriately to improve and enhance learning, teaching and communication.

St Vincent de Paul Primary School resources should not be used for inappropriate or improper activities including pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal peer-to-peer file sharing.

Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken, which may include termination of employment.

Scope:

This policy applies to all users of St Vincent de Paul Primary School information, Communication & Technologies (ICT) resources, as defined below, located at schools, and in private homes or at any other location. This policy applies to all use of ICT resources, including, but not limited to: » Copying, saving or distributing files;

- » Data;
- » Downloading or accessing files from the internet or other electronic sources;
- » Electronic bulletins/notice boards;
- » Electronic discussion/news groups;
- » Email;
- » File sharing, storage, transfer;
- » Information;
- » Instant messaging;
- » Online discussion groups and 'chat' facilities;
- » Printing material;
- » Publishing and browsing on the internet;
- » Social networking;
- » Streaming media;
- » Subscriptions to list servers, mailing lists or other like services;
- » Video conferencing;
- » Viewing material electronically.

Definitions:

Electronic Communication: email, instant messaging, virtual conferencing, social media and any other material sent electronically.

Email: The system used for the purpose of school related or other Catholic Education Commission Victoria (CECV) electronic communications. Email systems are part of the School's ICT resources.

ICT Resources: Includes but is not limited to all networks, systems, software and hardware including local area networks, wide area networks, wireless networks, intranets, CECV email systems, computer systems, software, servers, desktop computers, printers, scanners, personal computers (desktops, notebooks and tablets), mobile phones, portable storage devices including digital cameras and USB memory sticks, handheld devices and other ICT storage devices.

Personal Use: All non-work-related use of school ICT resources including internet usage, social networking and private emails.

Users: Any person using the school's ICT resources.

Non-Compliance:

Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken, which may include termination of employment.

Depending on the nature of the inappropriate use of the school's ICT resources, non-compliance with this policy may constitute:

- » A breach of employment obligations
- » A criminal offence
- » A threat to the security of Department ICT resources and information
- » An infringement of the privacy of staff and other persons
- » Exposure to legal liability
- » Serious misconduct
- » Sexual harassment
- » Unlawful discrimination.

Where there is a reasonable belief that illegal activity may have occurred, this may be reported to the police.

Use of School ICT Resources:

St Vincent de Paul Primary School ICT resources are provided to staff members for education, communication, and research purposes. Other than limited personal use, the school's ICT resources must be used:

- » For educational communication, and research purposes only;
- » Like other business resources where users must comply with any codes of conduct, ministerial orders or legislative requirements that apply to the user, such as Privacy & Data breach requirements.

Staff members are allowed reasonable access to electronic communications using the school's ICT resources to facilitate communication between other staff members, students, parents, carers, CECV representatives and other educationally related stakeholders, provided that use is not unlawful, offensive or otherwise improper. This may also include a union on matters pertaining to the employer/employee relationship.

Staff Members must ensure that large data downloads or transmissions are minimised to ensure the performance of the school's ICT resources for other users is not adversely affected.

Personal Use:

Staff members are permitted to use St Vincent de Paul Primary School ICT resources for personal reasons provided the use is not excessive and does not breach this policy.

Excessive personal use during working hours covers personal use which satisfies the following criteria:

- » It occurs during normal working hours (but excluding an employee's lunch or other official breaks);
- » It adversely affects, or could reasonably be expected to adversely affect, the performance of the employee's duties; and the use is not insignificant.

The school may seek reimbursement or compensation from a staff member for all or part of any costs where the user has caused the school to incur expenses due to excessive downloading of non-work related material in breach of this policy.

Subject to limited personal use, social networking, online conferences, discussion groups or other similar services or tools using the school's ICT resources must be relevant and used only for teaching and learning purposes or professional development activities. Staff members must conduct themselves professionally and appropriately when using such tools.

Unless otherwise approved, staff member email addresses should not be used to subscribe to private subscriptions and other like services (e.g. on line ticket services, bill payments) and should never be used as "recovery email" addresses for any other services. Subscribing to mailing lists and other like services using the school's ICT resources must be for school related purposes or professional development only and a different password must be used for all such purposes.

Staff members should be aware that the provisions applying to access and monitoring of the school's ICT resources also apply to personal use.

Use of Personal Devices:

St Vincent de Paul Primary School discourages the use of personal devices, owned by staff members, for the purpose of teaching and learning or other school related activities. The use of personal devices for a work-related purpose compromises the school's ability to secure, monitor and control information used, stored and shared by the staff member. The use of personal devices increases the potential for the misuse, loss, unauthorised access or disclosure of school sensitive, personal or health information.

The use of personal devices also exposes the school's ICT resources to Malware (malicious software programs designed to cause damage and other unwanted actions on a computer system eg... computer viruses, worms, spyware and trojans).

Staff members are not permitted to connect their own personal devices (computers, laptops, ipad, mobile phones) to any of the school's ICT resources without expressed permission from the school Principal or their nominee. devices increases the potential for the misuse, loss, unauthorised access or disclosure of school sensitive, personal or health information.

The use of personal devices also exposes the school's ICT resources to Malware (malicious software programs designed to cause damage and other unwanted actions on a computer system eg... computer viruses, worms, spyware and trojans).

Staff members are not permitted to connect their own personal devices (computers, laptops, ipad, mobile phones) to any of the school's ICT resources without expressed permission from the school Principal or their nominee.

Defamation:

St Vincent de Paul Primary School ICT resources must not be used to send material that defames an individual, organisation, association, company or business.

The consequences of a defamatory comment may be severe and give rise to personal and/or school liability. Staff members are reminded that electronic communications may be easily copied, forwarded, saved, intercepted or archived. The audience of an electronic message may be unexpected and widespread.

All emails sent externally from the school's service must be accompanied by a disclaimer attached to them. The use of the email disclaimer may not necessarily prevent the school or the sender of the email from being held liable for its contents.

Illegal Use & Materials:

St Vincent de Paul Primary School ICT resources must not be used in any manner contrary to law or likely to contravene the law. Any suspected offender may be referred to the police or other relevant authority and their employment may be terminated.

Certain inappropriate, unauthorised and non work-related use of the school's ICT resources may constitute a criminal offence under the Crimes Act 1958 (Vic). Examples include computer 'hacking', unauthorised release of data, school material or leaking of information or documents and the distribution of malware.

Illegal or unlawful use of ICT resources includes but is not limited to:

- » Use of of pornography under the Crimes Act 1958 (Vic), such as child pornography;
- » Offences under the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic);
- » Defamatory material;
- » Material that could constitute racial or religious vilification, or unlawfully discriminatory material;
- » Stalking;
- » Blackmail and threats under the Crimes Act 1958 (Vic);
- » Use that breaches copyright laws, fraudulent activity, computer crimes and other computer offences under the Cybercrime Act 2001 (Cth) or Crimes Act 1958 (Vic); » Breaches under any other relevant legislation.

In particular, child abuse material represents the antithesis of the school's responsibilities with regard to the safety, welfare and education of children. Any suspected offender will be referred to the police and their employment will be terminated if the allegations are substantiated.

Offensive or Inappropriate Materials:

The school's ICT resources must be appropriate to a workplace environment and aligned to school's values. This includes, but is not limited to the content of all electronic communications, whether sent internally or externally.

St Vincent de Paul Primary School ICT resources must not be used for material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually-oriented messages or images that could constitute sexual harassment.

Staff members who receive unsolicited, offensive or inappropriate material electronically should delete it immediately and may choose to notify their principal or immediate manager of such instances. Where the sender of this material is known to the user, the user should notify the sender to refrain from sending such material again.

Offensive or inappropriate material must not be forwarded internally or externally, or saved onto school ICT resources, except where the material is required for the purposes of investigating a breach of school policies.

Confidentiality & Privacy:

Electronic communication is not a secure means of communication. While every attempt is made to ensure the security of the school's ICT resources, this security is not guaranteed, particularly when communicated to an external party. Staff members should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

The School will handle any personal information collected through the use of the school's ICT resources in accordance with the school's Privacy & Data Breach policies.

Access & Monitoring:

The school Principal, their nominee or authorised person/s may access or monitor the school's ICT resources at any time without providing notice to the users. This includes, but is not limited to, use of the school email systems, and other electronic documents and records and applies to the use of the school's ICT resources for personal use.

However, school Principal, their nominee or authorised person/s must have a valid reason for accessing or monitoring the use of school's ICT resources and are required to maintain a log recording relevant details of the access and monitoring activity.

The school Principal, their nominee or authorised person/s may access or monitor the records of the school's ICT resources for operational, maintenance, compliance, auditing, legal, security or investigative purposes. Electronic communications that have been sent, received or forwarded using school's ICT resources, may be accessed and logs of websites visited may be examined and monitored.

If there is a reasonable belief that the school's ICT resources are being used in breach of this policy, the Principal or their nominee may secure the staff member, suspected of inappropriate uses, equipment while the suspected breach is being investigated.

The Principal or their nominee may also suspend a staff member's use of school ICT resources.

School Property:

Electronic communications created, sent or received using the school email systems are the property of the school and may be accessed by the Principal, their nominee or authorised person/s in the case of an investigation. This includes investigations following a complaint or investigations into misconduct.

Electronic communications may also be subject to discovery in litigation and criminal investigations. All information produced on users' computers, including emails, may be accessible under the Freedom of Information Act 1982 (Vic).

Email messages may be retrieved from back-up systems.

References:

Australian Commonwealth Government - *Cybercrime Act 2001*;

Australian Commonwealth Government - *Offences under the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995*;

Australian Commonwealth Government - *Privacy Act 1998*;

Office of the Australian Information Commissioner (OAIC) - *Australian Privacy Principals 2014* Office of the Australian Information Commissioner (OAIC) - *Data Breach Notification Guide: A Guide to Handling Personal Information Security Breaches 2018*;

Victorian Government, Education Department & Training – *Acceptable Use Information and Communications Technology Resources 2018*;

Victorian Government – *Crimes Act 1958*.

Staff Digital Technology Agreement

Acknowledgement

I understand that the use of St Vincent de Paul Primary School's ICT Resources and digital network is subject to the terms outlined in the school's *Staff Digital Technology Policy*.

I agree that I have read and understand the terms and conditions and will agree to abide by it at all times.

Name:
Signature:
Date:

Principal / Nominee:
Signature:
Date: