

## 1. Summary

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- 1.1 This policy sets out expectations and obligations for using Information and Communications Technologies (ICT) to support students' education in a safe and respectful environment. It highlights obligations for staff, students and parents in Catholic Education Archdiocese of Canberra Goulburn (CECG) schools.
- 1.2 The policy applies to all computer facilities and networks in CECG schools in NSW and the ACT, and computer facilities and networks used in remote learning environments.

## 2. Student Acceptable Use of Computer Facilities and Networks Policy

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- 2.1 Technology use for school purposes must reflect the educational goals of CECG and be clearly linked to the curriculum and educational needs of students.
- 2.2 Information created, produced, communicated, stored or accessed on school ICT is subject to monitoring by the school or CEO.
- 2.3 Access to ICT by students is a privilege and with this comes the responsibility of appropriate usage, which may be revoked for not following the school's acceptable use standards. Other consequences may be considered by the school depending on the severity of the breach of the Policy.
- 2.4 All staff and students remain bound by Territory, State or Commonwealth laws that extend to computer use, including laws regarding the possession or transmission of pornography including child pornography, anti-bullying legislation, harassment, anti-discrimination legislation, privacy laws, and laws concerning the improper use of technology with criminal intent.
- 2.5 Students must read and sign (if age appropriate) relevant Acceptable Use Agreement, which must be co-signed by a parent/guardian. Examples of these documents are included at the end of this Policy. Generally, students from Pre-Kindergarten through Year 2 will be considered too young to sign the Acceptable Use Agreement. A parent/guardian will sign for these students and document that they have read and explained the agreement to their child. The template agreement is included as Appendix 1 to this policy.

## 3. Catholic Education Office Responsibilities

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- 3.1 The Catholic Education Office (CEO) will:
  - review the use of computer technology, email, Internet services, social media and other technology based systems to monitor whether use by students in the CEO's systemic schools relates to the educational goals of the schools and is consistent with principles, regulations and laws relating to the privacy and safety of school students;
  - take lawful action to protect the security of its assets, facilities and networks; and
  - take lawful action to fulfil its duty of care to students including the blocking of Internet sites, restricting a user's access and the confiscation of devices.



## 4. School Principals Responsibilities:

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### 4.1 School Principals will:

- ensure that an Acceptable Use Agreement (see Appendix 1 for the template) is signed annually by parents/guardians and students (Year 3 and up) and placed on record in the school before a student is allowed to access the school's computer facilities and network;
- provide appropriate instruction to enable students to understand and agree to comply with the requirements of the Acceptable Use Agreement and this policy;
- provide education programs for students that focus on acceptable uses of the Internet, appropriate online etiquette, protective behaviours when accessing online environments, and possible dangers of communicating personal information online including that students may not be able to delete items stored on social media sites;
- endeavour to monitor student compliance with the Acceptable Use Agreement, to investigate alleged breaches of the Acceptable Use Agreement by students, and to implement appropriate consequences; and
- work with the CEO to monitor the use of the school's computer facilities and external networks and inform users that this monitoring occurs.

## 5. Student Responsibilities

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### 5.1 Students will:

- use their own personal passwords and user identification to access CECG computer facilities and external networks, including the Internet;
- only download or install software through school computer facilities and networks in accordance with the instructions provided by authorised staff;
- use computer facilities and networks for school acceptably and in accordance with this Policy and the Acceptable Use Agreement;
- treat teachers and other students with respect in all forms of online communication;
- take full responsibility for the effect that their actions and words may have on others;
- seek guidance from a teacher or a parent/guardian if they are unsure about the appropriateness of their online behaviour;
- immediately report to a teacher or parent/guardian upon becoming aware of:
  - a. any breach of security, confidentiality or privacy;
  - b. receipt or accidental download of inappropriate or offensive material;
  - c. receipt or presence of any virus; or
  - d. any breach or alleged breach of the Acceptable Use Agreement; and
- read and sign the Acceptable Use Agreement if they are in Year 3 or above before using the school's computer facilities and external networks.



## 5.2 Students must not:

- use their personal devices to photograph or record video or sound of teachers or other students without the permission of a teacher and the permission of each person being photographed or recorded
- post or forward information about or images or videos of their teachers other students without the permission of all the people the information is about, or who are pictured in the images or video.
- post any images of themselves or other students in uniform or otherwise identified with the school unless written permission has been received from the Principal.
- post or forward information, images or videos that:
  - claim to represent the school without permission
  - might bring people or the school into disrepute.
  - contain inappropriate or hurtful material about members of the school community
  - could be used to identify members of the school community (such as passwords, phone numbers and addresses) without their permission and without carefully considering the possible unwanted consequences.
  - sign up to sites that are hateful, racist, obscene, hurtful or contain inappropriate material.

## 6. Parent Responsibilities

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6.1 Parents must read and sign the Acceptable Use Agreement and the Use of Personal Devices Agreement (if applicable) before their child is allowed to use the school's computer facilities and external networks.

6.2 Parents are responsible for supervising student use of computer facilities, personal devices and school networks while the student is at home.

### 6.3 Parents must not

- use their personal devices to photograph or record video or sound of teachers or students at CECG schools without the permission of a teacher and the permission of each person being photographed or recorded;
- post or forward information about or images or videos of teachers, or students (other than their own) without the permission of all the people the information is about, or who are pictured in the images or video;
- post any images of students in uniform or otherwise identified with the school unless written permission has been received from the Principal;
- post or forward information, images or videos that:
  - claim to represent the school without permission
  - might bring people or the school into disrepute.
  - contain inappropriate or hurtful material about members of the school community

- could be used to identify members of the school community (such as passwords, phone numbers and addresses) without their permission and without carefully considering the possible unwanted consequences.

## 7. Use of Personal Electronic Devices

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- 7.1 Each school will determine whether personal electronic devices will be allowed at school and, if so, which devices will be included. However, all personal electronic devices brought to the School will be governed by this Policy.
- 7.2 Principals need to take into account the range of devices that will be supported on the CECG network as listed in the Service Level Agreement.
- 7.3 Parents/Guardians of students wishing to authenticate a personally owned computer or other approved device to the school's network must sign a Personal Electronic Device Use Agreement that outlines the level and type of support available and the end user's responsibility in managing the device (see Appendix 2). Students in Years 3 or above should also read and sign this agreement.
- 7.4 Devices owned by students may be searched and/or confiscated if the Principal believes, on reasonable grounds, that there is a threat to a person or system security or the device has been used or involved with unlawful conduct or a serious breach of the Acceptable Use Agreement. This may occur regardless of whether the device was provided by the school, purchased by parents as part of a school initiative or individually owned.
- 7.5 While using personal electronic devices at school, students MUST access the Internet through the school wireless network.
- 7.6 Maintenance of personal electronic devices is NOT a school responsibility.
- 7.7 Students are responsible for purchasing and upgrading software for their personal electronic device and to charge batteries.
- 7.8 The school will not be liable for loss or damage to personal electronic devices. Students are NOT to lend their personal electronic devices to others while at school. Arrangements must be made to store devices when those devices are not in use. Schools will develop their own storage approach.

## 8. Monitoring

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- 8.1 The content and usage of student email and other electronic communications may be examined from time to time by the School Principal, the Catholic Education Office, or a third party on the CEO's behalf.
- 8.2 All student messages and files on the CECG system will be treated as education related and may be monitored. Students should not expect that any message or file transmitted or stored on their school's computer facilities and external networks will be private.
- 8.3 Students should be aware that the CEO is able to monitor their use of the Internet when accessed through their school network. This includes the Internet sites and content accessed and the length of time spent using the Internet. Appropriate notices are included in Attachment C.

## 9. Social Media

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9.1 While at school or using the school network on a school or personal electronic device, students must only access or contribute to social media sites if those sites are solely related to an educational context and if permission is given by a teacher to access those sites.

9.2 Students must only communicate with their teachers through formal school social media accounts or groups and should not invite teachers to join their personal networks.

## 10. Definitions

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**Acceptable use** includes those lawful uses that are related to the core business of the CEO and its system of schools and includes incidental personal use of CEO and school computers and devices, as long as such use does not interfere with system operations or other system users.

**Computer facilities and external networks** includes computers and other ICT devices, local area networks, connections to external electronic networks and subscriptions to external network services.

**Devices** include desktop computers, laptops, tablets, mp3 players, iPods, USB storage devices and mobile phones, regardless of who they belong to, that are brought onto the CEO or school property or to school activities, or that are connected to the school's network or facilities.

**Inappropriate material** means material which is inappropriate or harmful for children and includes:

- Child abuse images: depictions of children being sexually abused or posing inappropriately.
- Pornography: depictions of adults engaged in sexual activity.
- Nudity: depictions of detailed nudity.
- Violence: depictions of violence that is particularly strong in impact.
- Illegal activity: content which promotes or instructs in criminal activity.
- Terrorist related material: content that advocates terrorist activities.
- Other material that may require an adult perspective.

**Incidental personal use** is defined as use by an individual student for occasional personal communications provided that such use is lawful and complies with this Policy.

**Information and Communication Technology (ICT)** means all computer hardware, software, systems and network infrastructure.

**Internet** refers to the global network of multi-platform smaller computer networks which allow users to access information, communicate and collaborate electronically.

**Personal electronic device** means a piece of electronic equipment, such as a laptop computer or a mobile phone, that is small and easy to carry and that belongs to an individual rather than being CEO or school property.

**Social media** are any form of online publication or presence that allows interactive communication. Social media sites include but are not limited to:

- micro-blogging sites, eg Twitter
- social networking sites, eg Facebook, MySpace



- video and photo sharing sites, eg YouTube, Flickr
- weblogs, including corporate or personal blogs
- forums and discussion boards, eg Yahoo! Groups or Google Groups
- wikis, eg Wikispaces, Wikipedia
- multiplayer gaming sites eg World of Warcraft
- virtual world sites

**Software** means electronic computer instructions or data (whether licensed, shareware, freeware, evaluation or otherwise) and includes system software, application software or data files.

## 11. Related Documents and Legislation

### 11.1 Online resources for Esafety

- [CyberSmart Challenge for Primary Students](#)
- [Bullying No Way: Online Safety and Online Bullying guidance](#)
- [Esafety Commissioner](#)

## 12. Contact

12.1 For support or further questions relating to this policy, contact the CECG Information, Communications and Technology Service Area.

Responsible Service Area:	School & Family Services
Review Date:	1 December 2020
TRIM Record Number:	R187610
Intranet library category	Information, Communications, and Technology, and Child Protection & Student Wellbeing

## Appendix 1 – Acceptable Use of ICT Agreement

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### Catholic Education Archdiocese of Canberra and Goulburn Student Acceptable Use of ICT Agreement

To have access to Information and Communication Technologies at \_\_\_\_\_  
(school name) you need to follow these agreed practices.

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out any personal information that could be used to identify me, my family or friends, such as my surname, address, phone number or photo of myself, my parents or any other person while using the Internet.
- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information with or about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Use the school's network for commercial purposes.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.
- Upload any images of other members of the school community without their permission.

- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Student's signature (Year 3 and above) \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

### **Breaking the Student Agreement**

If a student breaks the Student Agreement a number of steps can be taken:

- Withdrawal of individual log-on to an intranet and/or the Internet for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist/ICT Coordinator or School Executive as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

### **Parent Acknowledgement**

I give permission for my son/daughter \_\_\_\_\_ (name) in \_\_\_\_\_ (class) to use the Internet and other ICT facilities and I:

- have read the accompanying Acceptable Use Policy and the Student Agreement.
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Policy.
- agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- consent to my child's use of the School's student email system and other Google Apps on the understanding that the system is provided through Google Apps for Education and that consequently students' 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. Information about the security and privacy features of Google Apps for Education may be found at <https://www.google.com/enterprise/apps/education/benefits.html>

Parent/Guardian's signature: \_\_\_\_\_

Name (print) : \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to school as soon as possible.**

**Your child will be unable to use the school's network or the Internet until this form is returned.**

**Thank you**



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## Appendix 2 – Personal Electronic Device Acceptable Use Agreement

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### **Catholic Education Archdiocese of Canberra and Goulburn Personal Electronic Device Acceptable Use Agreement**

To have access to the computer network at \_\_\_\_\_ (school name) with a personal electronic device of your own, such as a laptop, tablet, smart phone or wifi-enabled storage device, you need to follow these agreed practices, in addition to having agreed to the conditions in the Acceptable Use Agreement for use of your school's computer facilities and external networks. You should not bring any of these devices to school without the Principal's approval.

#### **Student Agreement**

I will:

- Only use personal electronic devices that have been approved by my school for use on the school's network.
- Follow all the conditions I have agreed to in the Acceptable Use Agreement for use of my school's computer facilities and external networks when using an approved personal electronic device.
- Only access the Internet at school through the school's wireless network.
- Follow all instructions given by a teacher about my personal electronic device, including turning off the device or handing over the device to the teacher on request, and only using approved applications on the device.
- Be responsible for maintaining my personal electronic device, including keeping the battery charged, and purchasing and upgrading software

I will not

- While at school, lend my device to others and I will ensure that it is stored securely when not in use.
- While at school, use my device to take photographs or record video or sound without the permission of a teacher and all the people being photographed or recorded.

Student's signature \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

#### **Breaking the Personal Device Acceptable Use Agreement**

In addition to the consequences described in the Acceptable Use Agreement for use of school computer facilities and external networks, students may be banned from taking their personal electronic device to school and/or using it on the school computer network.



### Version Control Table

Version	Date Released	Approved By	Summary of amendment
2	April 2020	SALT	Non-material format and language changes. Clarified obligations for CECG and its staff.