Information Communication Technologies Policy

RATIONALE:

The Information Communication Technologies Policy outlines the responsibilities for digital media, computer and communications network users at St Joseph's School. This Policy covers use of the computer network, internet facilities and all digital media devices, including photographic cameras, video cameras, mobile phones, portable music players, data storage devices and portable gaming devices, which are to be used only for school related learning, as permitted by the teacher.

The Policy articulates behaviours and attitudes reflected in our Catholic values of respect, responsibility, honesty and are in line with the Digital Media and Electronic Communications Policy for the Work Place Policy, as adapted from the CESA Communication Technologies Policy.

The use of Digital Media and Electronic Communications are a valuable learning tool and are to be used in an acceptable and ethical manner, as outlined by this policy.

USAGE:

Staff have a specific responsibility where computers are located in class areas. Specific tables and output sources are located in each classroom.

Computers should be shut down at the end of the day and laptop computers turned off and covered. At the end of each week the laptop computers are to be recharged.

The computer table should be kept clean, tidy and uncluttered.

The correct handling and storage of software is imperative in view of the high cost of this type of resource.

Please note any requirements and concerns to the Principal or ICT Technical Support staff immediately.

Students must not bring CDs, DVDs or USB flash drives from home and class software may only be used when directed by the teacher.

Net access is available from all PCs.

Staff are to adhere to the ICT Users Policy and ensure students are familiar with the Computer & Internet Student Agreement Policy.

Mobile phones are not to be used during school hours and are expected to be handed into the Front Office each morning if students bring them to school.

Policy Statement

All staff and other authorised users of St Joseph's information and communications technology are to use the technology only in a way that enhances student and staff learning and contributes to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the St Joseph's School.

St Joseph's School information and communications technology includes the utilisation of any employer equipment, property or resource at any time, whether during working hours or not, and includes the use of remote access facilities.
This Policy applies to all staff and other authorised users in St Joseph's School.

The Policy in Practice
To give effect to this Policy the following understandings and procedures apply:

A Workplace Facility
- The school's computer network and other communication facilities are educational and business facilities provided by the school to be used primarily for educational or business purposes. Staff and other authorised users, therefore, have a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.
- All email and Internet based message systems on the school's system will be treated as education or business related messages. Accordingly, one should not expect that any information or document transmitted or stored on the school's computer network is private.
- Staff and other authorised users are permitted to use the Internet and email and other communication facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with users' responsibilities and duties in the school, or with the school's functions.
- However, any use of the Internet or email or other communication facilities for personal purposes is still subject to the same terms and conditions as otherwise described in this Policy.

Appropriate Use
Individuals and/or the school may be liable for what is written or said in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.
The Internet, email or messaging should ***never*** be used for the following purposes:
- to abuse, vilify, defame, harass, degrade or discriminate (on the grounds of, for example, sex, race, or disability etc).
- to send, assent to receive or store obscene, offensive or pornographic material.
- to discuss or comment on the physical appearance of other persons (whether they receive the message or not).
- to harass any person whether through language, frequency or size of messages.
- to injure the reputation of the school and or the church in a manner that may cause embarrassment to the employer or the church.

- to offend the ethos and values of catholic teachings.
- to spam, spoof or mass mail or to send chain mail.
- to infringe the copyright or other intellectual property rights of another person.
- to perform any other unlawful or inappropriate act.
- any inappropriate material received by email should be deleted immediately and not stored or sent to anyone else. When such material is received it is prudent to draw it to the attention of a person in a position of responsibility and have its unsolicited nature and deletion noted. The recipient should retain this noting for future reference if necessary. It is particularly important to respond to inappropriate emails from a known sender with an indication to the sender that such emails should not be sent in the future into, or within, the school's domain.
- the school's facilities and communication technology should not be used by staff or other authorised user for the conduct of a private business. Likewise, excessive use of email, messaging or Internet facilities for personal reasons or inappropriate use may lead to disciplinary action including counselling, formal warnings and termination of employment or engagement. Any investigation would be carried out in accordance with the "Procedures for Dealing with Allegations of Misconduct".
- Staff and other authorised users must not post messages to any internet bulletin board, discussion group or any other accessible discussion forum unless the message is strictly work-related or has been authorised by the principal.
- from time to time when accessing the internet users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of the Principal or delegate in order for them to be blocked by the school's filtering software and to ensure that it is noted that the material was not accessed purposely.

Monitoring

The contents and usage of email and internet access may be subject to regular random monitoring by the school or by a third party on the school's behalf. This will include electronic communications which are sent or received, both internally and externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may authorise ICT personnel to examine the web access logs and or email accounts. No monitoring will occur without the Principal's permission except for normal logging of system usage to manage the network. Any investigation would be carried out in accordance with the "Procedures for Dealing with Allegations of Misconduct".

Privacy

In the course of carrying out duties on behalf of the school, staff may have access to, or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. Email should not be used to disclose personal information of another person except in accordance with the school's Privacy Policy or with proper authorisation.

The Privacy Act requires individuals and the school to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. When logged on, each person is responsible for the security of the computer and should not allow it to be used by an unauthorised party.

In order to comply with the school's obligations under the Privacy Act, the blind copy option should be used when sending emails to multiple recipients where disclosure of those persons' email addresses will impinge upon their privacy.

In addition to the above, users should be familiar with the National Privacy Principles ('NPPs') and ensure that the use of email does not breach the Privacy Act or the NPPs. More information on the Privacy Act and how to comply with it can be gained from the school principal.

Because of the risk of false attribution of email, a reasonable degree of caution should be maintained regarding the identity of the sender of incoming email. The identity of the sender should be verified by other means if there are reasons for concern.

Intentionally seeking information, obtaining copies or modifying files, tapes or passwords belonging to other persons, or representing others without express authority is prohibited.

Any deliberate attempt to subvert the security facilities may incur criminal or civil liability. Staff and other authorised are prohibited from infiltrating the system, damaging or altering software or data components of the system. Alteration to any system or network software or data component must only be undertaken if authorised by the Principal.

Distribution and Copyright

When distributing information over the school's computer network or to third parties outside the school, users must ensure that they and the school have the right to do so, and that there is no violation of the intellectual property rights of any third party.

Software must not be copied without the express permission of the copyright owner. Copyright and other laws, together with licenses, protect most software. Staff and other authorised users must respect and abide by the terms and conditions of software use and licenses.

Policy Updates

This policy will be revised each 3 years.

Conclusion

The terms of this policy are not intended to be exhaustive, nor do they anticipate every possible use of the school's email and Internet facilities. Staff and other authorised users are encouraged to act with caution and take into account the underlying principles intended by this policy. Advice should be sought from the principal where there is lack of clarity regarding appropriate action related to email or Internet use.

Policy Statement

In the educational environment of today the internet provides an invaluable source of learning and communication. Information and services are increasingly being delivered and accessed in technologically orientated ways.

As educators, we believe that it is our responsibility to:
- provide students with the ability to access the technology available to us.
- guide students in researching, publishing and communicating via the internet.
- give students the opportunity to practice life long learning skills.
- give students the opportunity to learn to use on-line services and integrate with existing learning activities.

St Joseph's network allows students to access files and information from computers in the computer room and classrooms. Network entry is allowed through a log on name and password. This allows access to software applications, students' class work files and the internet. Through planned and supervised curriculum-based learning experiences, students are taught the information literacy skills necessary for everyday life.

Student Code of Conduct: Using the Computers and Internet

The internet is a vast network which links computers at many sites throughout the world. Using the internet and email, we can communicate with people all over the world and access the vast and ever changing amount of information available. The purpose of these rules is to ensure that students at this school use the Internet in an appropriate manner.

Students at St Joseph's will work within the framework of St Joseph's.
- Courtesy
- Care
- Co-operation
- Communication
- Consideration
- Be polite, courteous when using email facilities.
- Respect the rights and feelings of other computer users.
- Only access information from the internet during supervised lesson times.
- Remember that it is a privilege, not a right, to have access to the computer/internet.

Inappropriate use will result in restricted access and use.

Student Agreement: Using the Internet:
- I agree to follow all teacher instructions regarding the use of the internet.
- I will ensure that any personal information e.g. (home/email) address, phone number or personal identification is not revealed when using the Internet or e-mail.
- My behaviour when using the internet will be responsible and courteous.
- I will ensure that any e-mail I send is polite and courteous and contains no offensive material.
- I will remember it is a privilege, not a right to use the internet.
- When using the internet I will only access appropriate websites and information.
- If I come across inappropriate information I will immediately switch off the monitor and quickly inform my teacher.
- I will only print material for which I have permission.
- I will acknowledge my web source when making use of electronic data.

Appendix 1: Student Declaration

Parental Consent:

Parents/Guardians of all students will be asked to give permission for their child to access the Internet according to the guidelines in this policy.

This form will be filled in annually and kept in the student's file in the office.

References

The following documents are also useful resources and should be read in conjunction with this policy.

- Pontifical Council for Social Communications. (2002). Ethics in Internet
- South Australian Commission for Catholic Schools [SACCS]
- Communications Technology Policy, 2002
- ICT Security Policy, 2007
- Information and Communications Technology (ICT) Policy, 2010

Signed:

Chairperson School Board: Steve Atkinson ....March 2025

Principal: Don DePalma ....March 2025

Policy Review Date: March 2025

Next Review Date: March 2028

This Policy has been developed in accordance with the South Australian Commission for Catholic Schools Enrolment Policy & Procedures 2012.

Computer Use & Internet Protocol
Student's Declaration

When using the internet at St. Joseph's School:

- I agree to use the computers in a responsible and safe manner.
- I will always get the teacher's permission before using the computer and a teacher must be supervising me when using.
- I will always get my teacher's permission before printing.
- I will not give out personal information such as my surname, address, telephone number or parent's work address or telephone number.
- If I come across any information that is inappropriate or makes me feel uncomfortable, I will immediately click on HOME and then tell my teacher immediately.

I have read the St. Joseph's Primary School Information Communication Technologies Policy with my parents or guardians and discussed the contents.

I understand that the use of the computers is a privilege, not a right, and that I need to use the school's computers in an appropriate manner and in accordance with the Information Communication Technologies Policy.

If I do not, I will be banned from using the computers for a period of time, up to a year.

Student's Name: _____ Class: _____

Student's Signature: _____ Date: _____

Parent/Carer's Name: _____

Parent/Carer's Signature: _____ Date: _____

Policy Reviewed on: *March 2025*
Next Review date: *March 2028*