Purpose:
St Joachim’s Primary School recognises the importance of Information Communication Technology (ICT-Computers) in preparing students to be contemporary learners in the world around them and believes ICT is an integral part of the curriculum.

Access to the St Joachim's Information Communication Technology Network is provided for students as a tool for educational use and access to this resource is a privilege which carries with it responsibilities. Student behaviour concerning the use of email, Internet and Network resources must be in accordance with the principles outlined in this policy. The rules are intended to facilitate appropriate, effective and equitable use of the Network for all members of the St Joachim’s community.

We want our students to be confident and safe using various technologies. Our school is working towards becoming an eSmart school and promotes cybersafety within our school community. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage these behaviours at home.

Online Behaviour:
St Joachim's has become a Google Apps for Education (GAFE) school with our own domain. All staff are required to maintain a Google account set up connected to their school email address. Students (Grades 2-6) have their own personal account within our St Joachim's Domain. St Joachim's Primary School uses GAFE as a tool for students to safely and securely connect with staff and other students. Through GAFE, we want to engage our students, to help them collaborate, exchange ideas and share content in a secure, closed environment. Classes can connect, collaborate and share content. Students and staff can share, store and manage documents in a wide range of file formats in a cloud-based environment.

Individual usernames and passwords should always be kept secure and confidential. Students are to only access the St Joachim's Network using their own username and password.

Students are required to log off shared computers when they have finished working on them.

Students must not knowingly access or try to access material that is not appropriate for school use. St Joachim's internet connection is filtered to prevent access to sites which are deemed inappropriate for
school use; however, if students encounter inappropriate, offensive, discriminatory or intimidating material for any reason, the screen should be turned off and it should be reported to an adult immediately.

Other students’ settings and files should not be intentionally accessed, interfered with, moved or deleted.

Students must not install or store inappropriate or illegal software on the school Network or devices.

Students may only utilise the St Joachim’s Network for playing games if it has been approved by a teacher.

The St Joachim’s Network must not be used as a medium to bully, harass, threaten or intimidate other users. Student behaviour online must reflect their behaviour offline i.e. treat others fairly and with common courtesy.

Students are encouraged not to respond to harassment or bullying online. Details should be recorded, information saved (where possible) and an adult notified immediately.

Teacher permission is required to use the Internet. All internet usage is logged and may be reviewed at any time.

When obtaining information from the Internet, students need to be conscious of copyright laws and ask a teacher if they are unsure. Not all information found on the Internet can be considered accurate, so wherever possible, information should be validated from more than one source.

Downloading files from the Internet is prohibited, as they may contain viruses, adware or spyware which may harm the St Joachim's Network.

Students are not to enter any personal details online, such as submitting their email address to a website, unless it has been approved by the school. This could place the student, the computer and the St Joachim's Network at risk.

When communicating via email, communication should be positive in nature and appropriate language should be used at all times. Inappropriate emails will be filtered and forwarded to the internet administrator.

Webcams are not to be used without teacher permission.

Parents will be required to submit consent to the Acceptable Use Agreement at the beginning of each year before students will be allowed online.

**Photos, Videos, Blogs:**

At times, teachers and students will record their participation in school activities and show evidence of their learning with photos and short videos. These images could be published within the school on the Intranet, in their own and others portfolios and on apps, school websites/blogs.

The school may also have the opportunity to publish some photos of school events in a public place such as a newspaper or website.

Parents are asked to provide permission at the beginning of each school year for their child to be included in these activities.

**Viewing Media:**

In order to improve student Digital Literacy, the curriculum at St Joachim’s includes the use of videos, DVDs and films to support some lessons. Students will have the opportunity throughout the year to watch media considered acceptable by the school, with a G or PG rating. Parent permission will be required at the beginning of each school year, for students to view this material.

**Cybersafety:**

All students will participate in a Cybersafety education program throughout the school year as part of the St Joachim’s curriculum. A Cybersafety Education Evening will be held annually at the school for parents, with the involvement of students.

Incidents of Cyberbullying will not be tolerated at St Joachim’s Primary School and victims and their guardians will be encouraged to report incidences to law enforcement bodies.

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed or targeted by another person using the internet, mobile phone, instant messaging, e-mail, chat rooms or social networking sites, such as Facebook and Twitter, or other types of digital technology. Cyberbullying is usually not a one time communication, unless it involves a serious threat.
Safe and responsible behaviour is explicitly taught at our school and parents/guardians are requested to reinforce this behaviour at home. Parents can view the Cybersafety programs at www.esafety.gov.au and www.digitallicence.com.au.

**Students are advised to report an incident if:**

- they feel that the welfare of other students at the school is being threatened
- they have experienced an incident of Cyberbullying
- they come across sites which are not suitable for our school
- someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities that they have agreed to.

Any incidences of bullying or cyberbullying can be reported to St Joachim’s reporting email address, takeastand@sjcarrumdowns.catholic.edu.au. All reported incidences will be forwarded to the St Joachim’s Principal and/or Student Wellbeing Co-ordinator for further investigation and will be recorded in a register maintained at school. The school welfare and discipline policy will determine action taken for breaches of this agreement.

Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as considered appropriate by the Principal and/or Deputy Principal. They may also be required to complete additional Cybersafety modules before their privileges are returned.

Parents will be notified and expected to meet with school staff if students are involved in any incidents of bullying/cyberbullying. Notification will also be given when computer privileges are suspended or withdrawn.
Agreement for the Acceptable Use of Computers and Digital Equipment Including Mobile Phones etc.

Students at St Joachim's Primary School will have access to the school's network, Internet and email for educational purposes. To support students in the use of these programs all students will participate in Cybersafety education as part of the curriculum and must abide by school rules for the use of ICT.

In signing this agreement your child will be agreeing to behave appropriately whilst online and to take action when required. The elements of the agreement are explained below. Please contact the school to clarify or receive additional information.

1. Students must not knowingly access or try to access any material that is not appropriate for school use. Although filters are in place that restrict students to Education approved sites where possible, the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

2. If students find they are viewing inappropriate material or at any time feel uncomfortable about the material on their screen they should turn off the screen and report the incident to their teacher who can investigate the problem.

3. Students must not use the Internet, social media or email to bully, harass or intimidate another person. Laws exist regarding Cyberbullying and the school will enact our discipline policy when dealing with this issue. Legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.

4. Students must not use inappropriate language in any online communication. A filter is in place to detect swear words and any email containing such language is forwarded to the school Principal.

5. All students are provided with usernames and passwords to access computers and the internet. Students must keep their passwords private and secure. If a student becomes aware that others know their password, they must notify a teacher immediately.

6. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the Principal. Some online activities are illegal and as such, will be reported to the police.

7. Students must take care with all equipment they use. Any misuse or damage that is deliberate will be repaired at a cost to the student/parent.

8. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers. Students should seek permission to use USB sticks in school computers (USB’s are no longer required due to cloud-based saving on Google Apps).

9. Students must not use school email accounts to create an account for online activities and social media sites, unless it has been approved by the school.

10. Student use of mobile phones and any personal device, including those that have internet access, while on school property is forbidden. The school recognises the need for some students to contact parents before and after school and can provide safe storage for these devices either in the office or with the classroom teacher. We want all students to be safe and secure whilst at school; therefore, to maintain all students' right to privacy, we do not allow devices that can take photos, send...
messages or upload content to the internet during school hours or at school camps, functions or excursions, unless otherwise stated by the school.

Computer Use Agreement
I agree to allow my child to use computers and devices in a safe manner as outlined in the Acceptable Use Agreement and I acknowledge that my child understands the agreement. We will follow and support the schools ICT and eSmart guidelines at all times.

Photos, Video and Blogging
I agree to my child’s image being captured during the recording of activities at school and for these images to be published and included in a school approved public space such as a newspaper or website.

Viewing Media
I agree to my child watching any media deemed suitable and rated G or PG as part of the curriculum at St Joachim’s Primary School.

The Privacy Act states that the posting and sharing of information online or in any other way requires your consent. Consent in writing can be withdrawn at any time.

Parent Consent on CareMonkey
I agree to:

- allow my child to use computers and devices in a safe manner as outlined in the Acceptable Use Agreement and I acknowledge that my child understands the agreement. We will follow and support the schools ICT and eSmart guidelines at all times.

- my child’s image being captured during the recording of activities at school and for these images to be published and included in a school approved public space such as a newspaper or website.

- my child watching any media deemed suitable and rated G or PG as part of the curriculum at St Joachim’s Primary School.