



ST. JOSEPH'S Information Technology Acceptable Use Agreement (ITAUA)

VISION STATEMENT:

"To be God's hands in our homes, our school and our world."

MISSION STATEMENT:

St Joseph's Mission Statement

To be God's hands we make connections with:

My God



Myself



My Learning



My Relationships



My World



It is the policy of Catholic Education Canberra and Goulburn (CE) and St Joseph's, Adelong that School based procedures for the use of school computer facilities, personal mobile devices and external networks are based on the following principles:

- the use of technology must reflect the teaching and educational goals of CE and St Joseph's. Access to and content of technology use must always be referenced to curriculum and developmental educational needs of the students.
- all employees' duty of care for students extends to the procedures and practices of computer usage and access of students to ICT .
- technology based information created, produced, communicated, stored or accessed on school ICT are subject to monitoring by the school or CE.
- 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 ITAUA. Other consequences may be considered by the school due to the severity of the breach of the Agreement.
- student use of ICT must not be contrary to relevant Territory, State or Commonwealth laws. This includes, but is not limited to, 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.
- Parents/guardians must be regularly informed of the Agreement and be encouraged to assist in facilitating its implementation.
- students must read and sign (Year 3 and above) the ITAUA, which must be co-signed by a parent/guardian. Generally, students from Kindergarten through Year 2 will be considered too young to sign the ITAUA of their own accord. A parent/guardian will sign for these students and document that they have read and explained the agreement to their child.

Procedures

1. The CEO will:

- 1.1 monitor the use of computer technology, email, Internet services, social media and other technology based systems with the aim of ensuring that such 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.
- 1.2 provide appropriate software, either onsite or by the service provider, to seek to allow students to have access only to appropriate online sites.
- 1.3 regularly monitor and review the use of its computer facilities and external networks.
- 1.4 take such lawful action as it deems necessary to protect the security of its assets, facilities and networks.
- 1.5 take such lawful action as it deems necessary to fulfil its duty of care to students including the blocking of Internet sites, restricting a user's access and the confiscation of devices.

2. School Staff will:

- 2.1 implement the Agreement.
- 2.2 ensure that the ITAUA 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.
- 2.3 provide appropriate instruction to enable students to understand and agree to comply with the requirements of the ITAUA.

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- 2.4 provide education programs for students that focus on ethical and acceptable uses of the Internet as well as appropriate online etiquette.
- 2.5 provide education programs for students which develop protective behaviours when accessing online environments.
- 2.6 endeavour to provide reasonable supervision of student compliance with the ITAUA and to investigate alleged breaches of the ITAUA by students and to implement appropriate consequences.
- 2.7 highlight to students the possible dangers of communicating personal information on the Internet, especially in but not limited to social media sites.
- 2.8 inform students that they may not be able to delete items that they store on social media sites.
- 2.9 inform students of the legal, social and civic implications of their online behaviour.
- 2.10 obtain from a parent/guardian, annual written permission as part of the ITAUA for students to publish or transmit student work which may or may not include identifying student information.
- 2.11 work with the CEO to monitor the use of the school's computer facilities and external networks and inform users that this monitoring occurs

3. All students will:

- 3.1 obtain authorisation to use CEO computer facilities and external networks, including the Internet, through the use of their own personal passwords and user identification.
- 3.2 only download or install software in accordance with the instructions provided by the school's staff.
- 3.3 only use their school's computer facilities and external networks for acceptable use and in accordance with this Agreement.
- 3.4 take full responsibility for the effect that their actions and words may have on others.
- 3.5 if unsure as to the appropriateness of their online behaviour seek guidance from a teacher or a parent/guardian.
- 3.6 immediately report to a teacher or parent/guardian upon becoming aware of:
 - any breach of security, confidentiality or privacy.
 - receipt or accidental download of inappropriate or offensive material.
 - receipt or presence of any virus .
 - any breach or alleged breach of the Acceptable Use Agreement.
- 3.7 read and sign the ITAUA if they are in Year 3 or above before using the school's computer facilities and external networks.

4. A parent/guardian will:

- 4.1 read and sign the ITAUA before their child is allowed to use the school's computer facilities and external networks.
- 4.2 discuss the ITAUA with their children attending St Joseph's.

5. Use of Personal Electronic Devices

- 5.1 The 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 Agreement. Schools need to take into account the range of devices that will be supported on the CEO network. Parents/Guardians of students wishing to authenticate a personally owned computer or other approved device to the

school's network must read the school's BYOD Policy. Students in Years 3 or above should also read this Policy.

5.2 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 ITAUA.

5.3 Whilst using personal electronic devices at school, students MUST access the Internet through the school wireless network.

5.4 Maintenance of personal electronic devices is NOT a school responsibility.

5.5 It is the responsibility of students to purchase and upgrade software for their personal electronic device and to charge batteries.

5.6 The school will not be liable for loss or damage to personal electronic devices, beyond circumstances covered in the school's Behaviour Management Policy. Students are NOT to lend their personal electronic devices to others whilst at school. Arrangements to securely store devices must be made when those devices are not in use.

5.7 Whilst at school students must not use their personal devices to take photographs or record video or sound without the permission of a teacher and the permission of all people being photographed or recorded.

6 Social Media

6.1 Whilst 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. This use must be in accordance with all other requirements specified in this Agreement.

6.2 During personal use of social media, students must not communicate with their teachers or invite teachers to join in their personal networks.

6.3 Irrespective of whether teacher permission has been given to access a social media site, students must not:

- post any information about or images or videos of their teachers, themselves or other students, nor make comments about their school that might indicate that they are representing their school or that might bring their school into disrepute.
- forward on information, pictures, films or web links that contain inappropriate or hurtful material about members of the school community.
- sign up to sites that are hateful, racist, obscene, hurtful or contain inappropriate material.
- post information about themselves or another member of the school community that could be used to identify them (such as passwords, phone numbers and addresses) without carefully considering the possible unwanted consequences and, if in doubt, without first talking to a teacher.
- upload any images of themselves or another member of the school community where they are partaking in illegal activities.
- upload any images of Catholic Education students engaged in School activities without consent from a teacher and from all individuals in the photograph.
- upload any images of themselves or other students in uniform or otherwise identified with the school unless written permission has been received from the Principal.

Information Technologies Students/Parent Acceptable Use Agreement

Please read and discuss this agreement so that you are aware of how it applies to your family. To have access to Information Technologies at St Joseph's, Adelong you need to follow these agreed practices.

Student Agreement

Using Information 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 personal devices (BYO Devices) and the school's ICT equipment with care and use it responsibly for educational purposes.

I will be 'on task' in class and I am aware of the consequences should I not remain 'on task'.

I will make every effort to bring a fully charged device to school every day.

I will handle my device respectfully.

I will ask permission before handling another person's device, and will handle it respectfully.

I will only take my device outside of the classroom with permission from the teacher.

I will ask permission prior to recording audio and taking photos or videos of other students or teachers.

I will use my device for learning purposes:

1. **I will not** text or play unapproved games during school time.
2. **I will not** use social media, including Kik, Instagram, Snapchat, Facebook etc.
3. **I will** only use the school email account at school.
4. **I will** only use email for school and educational purposes, including communication with parents.
5. **I will** only use YouTube when instructed to by the teacher.
6. **I will** delete media that impedes the device being used for educational use.

I will only wear headphones and listen to music (at an appropriate volume and NOT from YouTube or internet radio) when the teacher gives permission.

I will keep my device in my school bag, and in its case, when travelling to and from school.

I will report loss or damage of my device immediately to the teacher or my parents.

- Use the 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.

Breaking the Student Agreement

If I break 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 school staff as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

Student's signature (Year 3 and above) _____

Name (print): _____ **Date:** _____

Parent Acknowledgement

I give permission for my son/daughter _____ (name) to use their personal device, the Internet and other IT facilities and I:

- have read the accompanying ITAUA and the Student Agreement.
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Agreement.
- 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.

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- 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

Parent/Guardian's signature: _____

Name (print) : _____ **Date:** _____

I have signed this ITAUA on behalf of _____ a student in years Kindergarten to Year2.

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

Personal electronic device Acceptable Use Agreement

To have access to the computer network at St Joseph's with a personal electronic 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 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 electronic device.
- Only access the Internet at school through the school's wireless BYOD 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 application on the device.
- Be responsible for maintaining my personal electronic device, including keeping the battery charged, and purchasing and upgrading software.

I will not:

- Whilst at school lend my device to others and I will ensure that it is stored securely when not in use.
- Whilst 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 (Year 3 and above) _____

Name (print): _____ **Date:** _____

Parent/Guardian's signature: _____

Name (print) : _____ **Date:** _____

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I have signed this PEDUA on behalf of _____ a student in years Kindergarten to Year2.

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.

I give permission for my son/daughter _____ in _____ to use a personal device at school and on the school's computer network and I :

- Have signed the accompanying Acceptable Use Agreement for use of the school's computing facilities and external networks.
- Agree that, whilst all normal care will be taken, the school is in no way responsible for replacement of the device due to theft, repairs due to breakage or any other sort of maintenance of the device.
- Recognise that, whilst every reasonable attempt will be made to enable the device to access the school's computer network, there is no guarantee that this will be possible. The school is limited to devices that are supported by the CE on its networks.
- Acknowledge that my child's use of the device at school will at all times be subject to the directions of teachers and failure to follow those directions may lead to the consequences described above.

Parent/Guardian's signature : _____

Name (print): _____ Date: _____