School of the Good Shepherd is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## 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 School of the Good Shepherd 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 School of the Good Shepherd 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 School of the Good Shepherd are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. School of the Good Shepherd, 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.

School of The Good Shepherd provides (on loan) each student with a personalised device for the school year. Our school is committed to keeping up with the latest in technology innovation, thus we have purchased top of the range equipment for our students. All students from Years 1-6 have an ACER Chromebook 511 Spin on loan to utilise during all learning experiences. Students in Prep have an IPad each (on loan).

School of The Good Shepherd utilises an online platform called **Hapara** to enable real time access and visibility to a student's Chrome browser at all times. This provides online safety to all of our students. Through ethical Chromebook and online monitoring, our school can provide students with a safe digital learning environment that promotes positive digital citizenship.

Furthermore, School of The Good Shepherd is partnered with 'Source Central' organisation that provides us with Tier 1 software and 'filters'. Our software protects all users within our domain and on our network against users outside of our domain, viruses and inappropriate content that is both age and developmentally unsuitable.

- School of the Good Shepherd only use social media platforms approved by the school (when using their school owned learning device) for example; Google Hangout, Seesaw Blog etc; Social media platforms that are not approved by the school for student use on the Chromebook include websites and applications such as; Snapchat, TikTok, Instagram, Facebook, Houseparty etc;

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at School of the Good Shepherd in accordance with legal and moral requirements and expectations.

## Scope

This policy applies to members of the School of the Good Shepherd 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 communicate 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** include 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 School of the Good Shepherd.

**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 School of the Good Shepherd 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 School of the Good Shepherd 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 School of the Good Shepherd will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at School of the Good Shepherd 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 School of the Good Shepherd 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 School of the Good Shepherd 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 School of the Good Shepherd 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 School of the Good Shepherd.

**Duty of Care**

School of the Good Shepherd will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. School of the Good Shepherd will prepare staff to deal with these issues.

To ensure a safe and positive environment for all, **it is expected that students will**:
- follow teacher directions at all times when using the Chromebook and other ICT equipment
- use their Chromebook as a 'learning device' and not a 'social' device
- only visit websites at school that promote learning and are for educational purposes
- use good judgement when exploring websites outside of school
- not modify the Chromebook in any way unless they have been instructed to by a teacher. This includes restoring or resetting the Chromebook and deleting history searches
- not add any unauthorised apps OR disable any authorised apps that have been downloaded to their Chromebook
- ensure that their Chromebook is charged at home overnight and brought to school each day with a full battery
- only use the designated Chromebook provided, unless in a collaborative environment with teacher permission
- only use their individual school account, username and password to login. Students must protect their personal information by not sharing it with others. If a student feels their login details have been compromised they must tell a teacher or adult immediately
- only use the ICT 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 referencing
- 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
- show netiquette ("internet etiquette") when interacting with others online. Be respectful and kind with your words, symbols and actions

- not photograph, video or sound record other students and/or teachers on their Chromebook without permission
- not upload or post photographs, video or sound recordings of other students and/or teachers without permission
- carefully consider the content they upload or post online: this is often viewed as a personal reflection of who they are.
- **When working with Prep students they learn the following-** If I find anything that is rude, violent or in some other way unacceptable on any form of ICT, I will follow class guidelines and: **STOP, BLOCK & TELL**.

> **STOP** what I am doing
>
> **BLOCK** it by minimising or closing my screen so others cannot see it
>
> **TELL** a teacher straightaway

I will also follow the stop, block and tell rules:

- If I accidentally access someone else's private information
- If someone does something using technology that makes me feel upset or uncomfortable
- If I feel safety of other students at the school is being threatened

## 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 School of the Good Shepherd. 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 School of the Good Shepherd 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. School of the Good Shepherd advises students and staff that they may be held accountable for the email they create and distribute using the network.

**Websites**

School of the Good Shepherd 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 – to be developed by each school**

**Students**

School of the Good Shepherd provides students and parents/guardians with the following:

- a copy of School of the Good Shepherd 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. School of the Good Shepherd provides staff with the following:

- a copy of this policy
- a copy of the Acceptable User Agreement.

# Related school policies

- Anti-Bullying Policy (including cyberbullying)
- Child safety and wellbeing policies
- Codes of conduct for students, parents and staff
- School of The Good Shepherd  Complaints Handling Policy
- Privacy Policy
- Social Media Policy: MACS employees
- Student Behaviour Policy

| Responsible director | Director, Learning and Regional Services |
|---|---|
| Policy owner | General Manager, Student and Learning Technologies |
| Approving authority | MACS Executive Director |
| Assigned board committee | Education Policy and Strategy |
| Risk rating | High |
| Approval date | 14 September 2022 |
| Date of next review | April 2023 |

| POLICY DATABASE INFORMATION | |
|---|---|
| Assigned framework | Care, Safety and Welfare of Students |
| Related documents | ICT Acceptable User Agreement – Staff<br>ICT Acceptable User Agreement – Students |
| Superseded documents | ICT Acceptable Use Policy – v1.0 – 2021 |
| New policy | |