SAINT MARY MACKILLOP PRIMARY SCHOOL
152 ODESSA AVENUE
KEILOR DOWNS, VICTORIA, 3038
Phone: 03 9367 6199 Fax: 03 9367 1642
Email:principal@mmkeilordowns.catholic.edu.au

Trust in God

STUDENT INFORMATION & COMMUNICATION TECHNOLOGY USAGE POLICY

St Mary MacKillop School has a strong commitment to child safety as is reflected in our Vision Statement: "In and through positive relationships, we aspire to protect all children under our care, prioritising their safety and wellbeing." We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

Rationale

At Saint Mary MacKillop Primary School, the use of Information & Communication Technology is required for all students. The Internet is a valuable tool to be used as a supervised resource by students. Information & Communication Technology may be used on our local area network, on our intranet via a Catholic education wide area network, using the Internet to access global websites or other digital communication services. A range of digital equipment may be used including computers, laptops & other portable devices.

Our school values are the qualities to which we aspire in behavior and relationships which each other especially when using Technology.

Respect:	valuing oneself, others, the community and the environment
Inclusion:	gathering in, welcoming, accepting and celebrating all members of our community
Resilience:	successfully managing life's challenges and relationships
Trust:	believing in the capacity of self and others to do what is right relationally and professionally
Cooperation:	working with each other to meet the need
Empathy:	seeking to understand

CyberSafety

We abide by these values when using Information & Communication Technology. Therefore we do not tolerate any form of bullying especially when using technology. We are determined to create a school where all children feel safe and in which all children learn to take responsibility for their actions. In affirming children for their efforts and in ensuring that all children receive the attention they deserve, we seek to create a secure environment, where children feel secure, are encouraged to speak, listen and to take an active role in their learning. In this way we support the children, as they grow, to become functional and successful members of society.

However, the use of digital tools such as computers, the internet, email & electronic communication must be used appropriately to ensure that problems do not arise. Potential problems which can arise may include: defamation, intellectual property, copyright issues, sexual harassment and discrimination, criminal issues, such as hacking, and intentionally spreading viruses.

Saint Mary MacKillop Primary School takes great pride in the work and other achievements of its student population. On some occasions students work and / or photos may be published on the internet or in a hard copy form and be made available to the general public. On these occasions we recognise that the child's safety and family privacy are paramount.

Process

A form about work and photo usage will be issued upon enrolment of the student in the school. Students currently enrolled in the school will be issued with a form explaining Information & Communication Technology Usage.

A child's work or photo may be published using Information & Communication Technology (this may include the Internet). The school will not be seeking special permission to do this. If a student's photo appears only their first name will be used if any names are published on World Wide Web pages. Newsletters will also be published online & sometimes full names may be published but not with any pictures. If parents do not wish their child's image or work to be published in this way please notify the ICT Co-ordinator in writing of this matter.

All students' internet, email & electronic communication usage will be monitored. Breaches of the Usage Policy will be dealt with appropriately. Students and all parents are required to sign a Student User Acknowledgement.*(See Appendix 1)*

If anyone believes that there is a breach of our ICT Policy they should:
1. Inform the Teacher/School Leader/ICT Coordinator,
2. Switch off the screen discretely, leaving material on the computer, so that it may be recorded and traced.
3. Teachers need to make sure that no one else is exposed to breaches of the ICT Policy.
4. After recording the site details in private close it.
5. Report serious matters to the Principal as well as the ICT Coordinator.

For further guidelines about CyberSafety refer to

https://esafety.gov.au/esafety-information

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Appendix 1 below

St Mary MacKillop Primary School -
Student ICT Acceptable Use Policy (Agreement)

Student Name:		Year/Class	

Access to Information & Communication Technology at St Mary MacKillop Primary School is provided to promote educational excellence, through resource sharing and communication. Students may only use the internet and resources with teacher permission and for educational activities. Internet access is also screened by the Catholic Education Office Melbourne, through Information & Communication Technology tools

St Mary MacKillop Primary School, reserves the right to review any material in user accounts or file server space, in order to monitor appropriate use of the network.

I know that I must use the computers safely:

- I know that my teacher can watch what I do on the computers.

- I will not let anyone else know or use my username or password; and I will not use their username or password.

- I will tell a teacher immediately of anything that makes me feel uncomfortable or I know I should not be viewing.

- I understand that the school will look after me and my friends and can help if anything happens on the computer that worries me.

I know that I must use the computers responsibly:

- I will only put pictures or videos on the Internet or Social Media sites from inside the school if I have permission.

- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it. If I do access a website that I know is not suitable, I will tell my teacher immediately.

- If I need access to a blocked website, I will ask my teacher.

- I will not knowingly infringe copyright.

I know that I must help look after the computers:

- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.

- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.

I know that I must respect others when using the computers:

- I will always treat others the same way I would want them to treat me – just as I would when not using the computers. I will not use the computers to harass or bully anyone.

- I will always be polite online. I appreciate that others may have different opinions.

- I will not take or share pictures or videos of anyone without their permission.

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I acknowledge that my child's photograph, work or video footage may be published with discretion as deemed appropriate by the school. I understand that at no time, will children's surname or personal details be given out.   I have read and discussed these guidelines with my child.

Parent Name/s:		
Signed		
Date:		

I agree to abide by these rules and understand the consequences of misuse

Child Signature:		Date:	

Consequences

Misuse of the Information & Communication Technology may result in consequences ranging from loss of privileges for a day, week, month or term. In severe cases parents will be contacted and privileges will be suspended for a term. Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher, ICT Coordinator Deputy Principal or the Principal.