

# HOLY SPIRIT SCHOOL



## INTERNET POLICY

### Students Responsible Use of electronic communications and digital technologies, including GoogleApps for Education Agreement Deployment Process

There are 5 components to this process

- CSO responsibility
- school responsibility
- teacher responsibility
- student responsibility
- parent/carer responsibility

#### **CSO responsibility**

Co-ordinate the development of the Student Responsible Use Agreement template and guidelines.  
Provide 'timely advice and resources'.

Advise schools where in SAS 2000 the returning of the signed agreements from students can be recorded.

#### **School responsibility**

Customise the Student Responsible Use Parent / Carer, Student Responsible Use Agreements and Guidelines so that these reflect the identity and practices of the school ( **Important** )

Record in SAS2000 when the agreements have been returned to school - check ICT policy field in Student Record.

Signed agreements to be included and stored in the students' file.

#### **Teacher responsibility**

To work through the Student Responsible Use Agreement with the students. exploring key concepts around [Engage, Know and Choose](#) from the ACMA website.

- have students complete their 'I am a digital citizen' document.

#### **Primary teachers**

Engage their students with [Cybersmart Challenge](#)

Cybersmart Challenge is a suite of interactive learning games offered free to primary schools across Australia that aims to educate and empower students about how they manage cybersafety issues in real life situations. Teacher resources include fun classroom activities and lesson plans.

**Student responsibility**

To work with their teacher on understanding what it means to be a digital citizen

To have a conversation with their parents/carers around the content of the Student Responsible Use Agreement

To sign the Student Responsible Use Agreement and return it to school

**Parent responsibility**

To have a conversation with their child/ren about the contents of the Student Responsible Use Agreement.

To sign the Student Responsible Use Agreement - Parental/Carer consent and the Student Agreement Form and return it to Holy Spirit School



## Holy Spirit School Responsible Use of electronic communications and digital technologies, including GoogleApps for Education

### Parent/Carer Agreement

#### Context

Today's students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the learning opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

#### Policy Statement

Staff and students at Holy Spirit School use electronic communications and digital technologies (including the internet) for learning and teaching, and acknowledge they must be used responsibly. Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person. Therefore, our school believes the development of digital citizens who demonstrate ethical and responsible online behaviour is essential, and is best taught in partnership between home and school.

**Using electronic communications and digital technologies to harass, bully or humiliate any individual or group of individuals is prohibited.**

The Catholic Schools Office (CSO) /school reserves the right to capture, store and review all internet browsing, including emails and associated communications, across the CSO / school's network. Users are advised that illegal online activities will be reported to the police.

#### Parent Information

##### **School support for the safe and responsible use of electronic communications and digital technologies**

Your child has been asked to agree to use the electronic communications and digital technologies responsibly at school. Parents/carers should be aware that whilst the school provides a filtered internet service, the nature of the internet is such that full protection from inappropriate content can never be guaranteed - this is particularly the case where students choose to use their own internet service.

At Holy Spirit School we:

- have policies in place that outline the values of the school and expected behaviours when students use electronic communications and digital technologies
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a digital citizenship program at the school which is reinforced across the school and with parents

- use mobile technologies for educational purposes e.g. podcasts or photos from excursions
- work with students to outline and reinforce the expected behaviours when using the electronic communications and digital technologies
- weekly newsletter inserts sponsored by Communicate Now (local business)

### Use of Google Apps for Education to provide email and online services for learning and teaching

The school provides email, document creation and online storage for learning through the Google Apps for Education service. Consequently emails, email account details and data may be transferred, stored and processed outside of Australia. In using the school's email and ICT systems users consent to this transfer, processing and storage of that information. In order to provide this service, the following data is required to be stored on Google's servers and includes student login information (First Name, Last Name, User name), and their network login password. The school has received advice that there is an agreement with Google to ensure privacy policies and security measures regarding the protection of personal information are in place.

CSO/school personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use.

As Parent/s/Carer/s I/we give permission for my /our child to use electronic communications and digital technologies for learning purposes. This permission is required so that students are able to make optimum use of the technology and actively participate in all lessons. I / we believe that my/ our child understands their responsibility to use technology responsibly.

<b>Parent/Carer name</b>	
<b>Parent/Carer signature</b>	
<b>Date</b>	

If you have any concerns about this agreement or ideas for improving this agreement please contact the School Principal Mark MacLean. For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit

<http://www.cybersmart.gov.au/report.aspx>

## HOLY SPIRIT SCHOOL

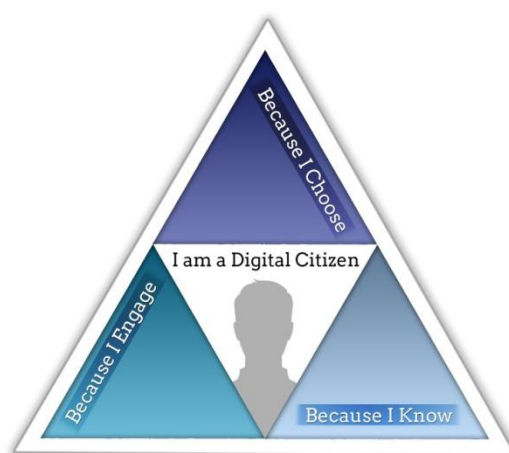
### Responsible Use Agreement for electronic communications and digital technologies ( Secondary/Upper Primary )

#### Student Agreement

As a Catholic school student, I recognise that the school provides access to communications and digital technologies to support me to learn, research, publish, collaborate with others and grow as a faith-filled digital citizen. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, I need to; **engage** positively, **know** how to protect myself and **choose** to do the right thing by myself and others online, particularly when no one is watching.

When I use electronic communication and digital technologies I agree to:

- Engage
  - Respect the rights of others to participate and have an opinion
  - Ask before tagging other people or posting photos or video
  - **Report** suspicious or illegal content
  - Stand up and speak out about cyberbullying.
  - Think before I post and not post or respond to hurtful or nasty comments. Block and report
  - Speak to my parents, a teacher or another trusted adult about upsetting online experiences and before agreeing to meet anyone I may have met online.
- Know
  - Learn how new skills will help me explore and learn in the online world
  - Recognise online risks and how to manage them
  - Look out for suspicious emails and scams
  - Use secure websites for financial and retail services
  - Keep my passwords secret, strong and unique
- Choose
  - Set my privacy and security settings and check them regularly
  - Choose my friends wisely. I understand not everybody online is who they claim to be.
  - Think before I post - what I do online can affect my whole world (images, statuses, comments etc) for ever.
  - Consider others and my actions - ask for permission if it's not my content/image
  - Always act legally and ethically.
  - Be careful opening a message if I don't know the sender
  - Treat devices and network resources with care and report any damage immediately.
  - Decide if I really want my location displayed by my devices or apps
  - Follow guidelines and policies provided by the school for responsible use of technology.



This Responsible Use of Electronic Communications and Digital Technologies Agreement also applies during school excursions, camps, at boarding school, at home, and extra-curricula activities.

I have read the Responsible Use of Electronic Communications and Digital Technologies Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that if I break these conditions and don't follow policies and guidelines, I will be subject to appropriate disciplinary action by the school. This may include the loss of network access and/or internet access for some time, as determined by the School. I may also be the subject of a notification to the appropriate authorities if I am involved in publishing or sending unlawful material.

<b>Student name</b>		<b>Year Level</b>	
<b>Student signature</b>		<b>Date</b>	
<b>Parent Signature</b>		<b>Date</b>	
<b>Teacher Signature</b>		<b>Date</b>	

## Attachment 1: Guidelines for students when using electronic communications and digital technologies.

### ENGAGE , KNOW, CHOOSE

When students use electronic communications and digital technologies they agree to:

- always be a safe, responsible and ethical user whenever and wherever they use technology
- support others by being respectful in how they communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher, their parents, or trusted adult, if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content they upload or post is their digital footprint and can affect their reputation.
- protect their privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use electronic communications for educational purposes and use the equipment properly
- use social networking sites ethically and responsibly
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how they use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another user.
- only reveal their password to the system administrator, the teacher or parent [when required]
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not attempt to hack , interfere , or avoid internet filtering by using proxy servers or programs designed to remove / avoid filtering.

When students use a computer, mobile phone, iPod or other mobile device (if approved by the school) they agree to:

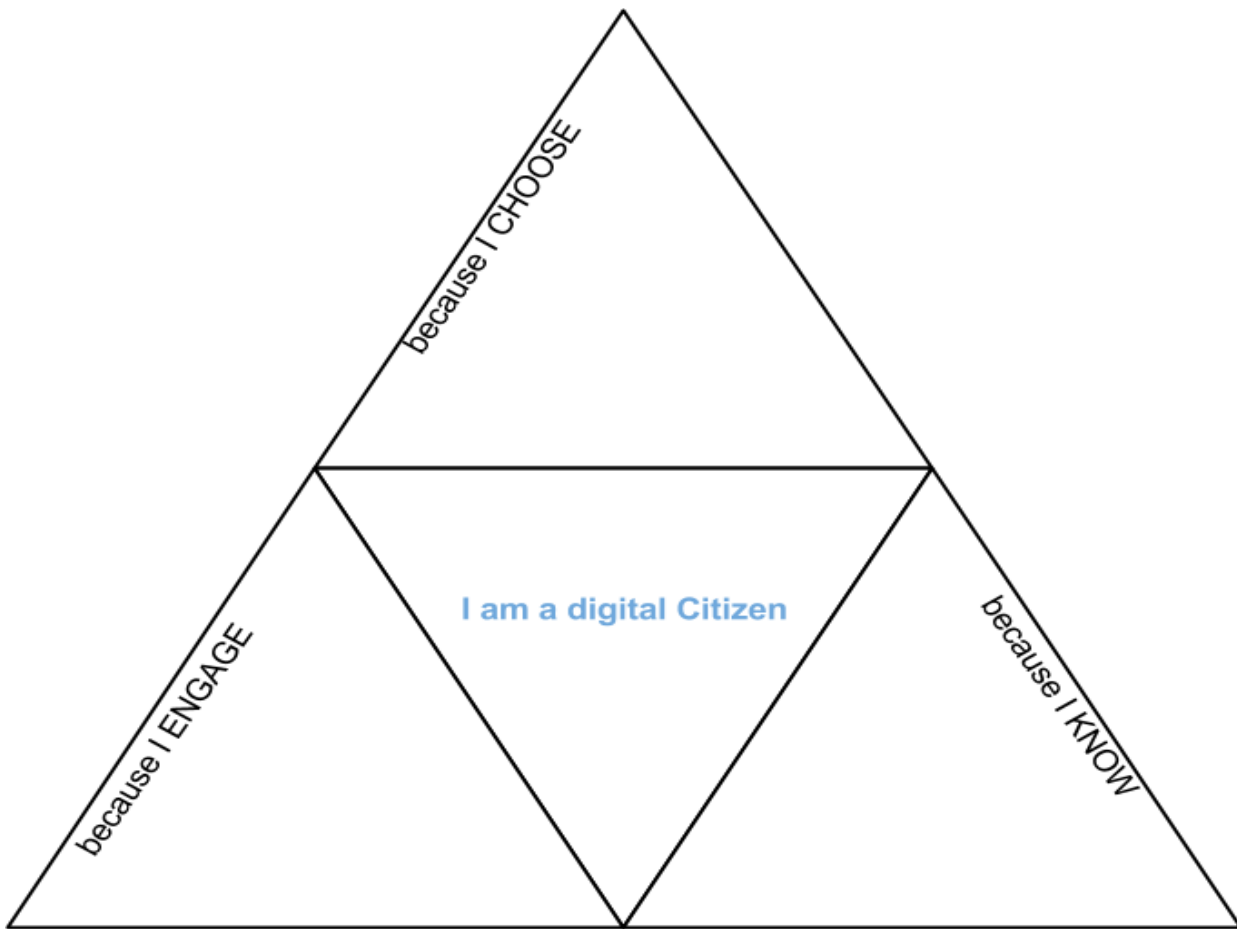
- keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS) or Multimedia Messaging Service [MMS]
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- seek appropriate permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- ensure the device is not used to access or contain any inappropriate content eg. pornography, copyright infringing material, or software designed to share illegal content

- keep the device secure to prevent inappropriate access, loss, theft or damage
- on request, make the device available to ensure that there is no inappropriate content that could pose a risk of harm to a student, others or the security of the network
- understand that the device is used at the school and on the school's network at their own risk and the school cannot be held responsible for any loss or damage that may occur to the device.



**Attachment 2: Student Agreement Planner Sheet.**

**I ENGAGE , KNOW, CHOOSE to be a digital citizen and a responsible electronic and digital communications technologies user by.....**



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## Holy Spirit School

### Responsible Use Agreement for electronic communications and digital technologies (Lower Primary K-2)

#### Student Agreement

Using computers and the internet for learning is a big responsibility. I am going to agree to be a good computer and internet user.

I want to be a good computer user therefore

- I will have clean hands when I use the computer
- I will use the computer carefully and look after it
- I will ask for help when I don't know what to do
- I will share the computer with classmates
- I know that teachers and my parents might look at what I do on the computer
- I will not tell anyone my password except my parents or a teacher

When I use the internet

- I will tell my parents and teachers about the things I do on the internet
- I will stay on the web pages my teacher shows me
- I won't tell people on the internet who I am or where I live
- I will tell my teacher and my parents if I see something on the internet that makes me feel uncomfortable

I know that I can only use the computer and the internet if I am responsible.

<b>Student name</b>		<b>Year Level</b>	
<b>Student signature</b>		<b>Date</b>	
<b>Parent Signature</b>		<b>Date</b>	

<b>Teacher Signature</b>		<b>Date</b>	
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