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 Emmanuel College 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 Emmanuel College 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 Emmanuel Collegeare expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. Emmanuel College, 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.

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

Scope

This policy applies to members of the Emmanuel College 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 communication 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 includes 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 Emmanuel College.

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 Emmanuel College 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 to staff and students of Emmanuel College for educational and administrative purposes.

Access rights assigned to students and staff at Emmanuel College will be determined by the principal and may vary as educational and administrative purposes change.

Students and staff at Emmanuel College 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 Emmanuel College 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 Emmanuel College 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 Emmanuel College against any student or staff member is who 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 Emmanuel College.

Duty of Care

Emmanuel College will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. Emmanuel College will prepare staff to deal with these issues.

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 MACS staff member) can monitor the use of digital resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to Emmanuel College 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 Emmanuel College. Firewalls are maintained regularly. The management of system protocols and configurations are the responsibility of the Digital Services Leader and Digital Services Team. 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 Emmanuel College 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. Emmanuel College advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Emmanuel College's website is created with the approval of the principal. These websites are 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

Students

Emmanuel College provides students and parents/guardians with the following:

- a copy of Emmanuel College Acceptable Use Agreement – See Appendix 1
- 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. Emmanuel College provides staff with the following:

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

Appendices

Appendix 1 –Emmanuel College Student ICT Acceptable User Agreement

Related school policies

- Anti-Bullying Policy
- Child safety policies
- Codes of conduct for students, parents and staff
- Managing Complaints and Grievances Policy
- Privacy Policy
- Social Media Policy for staff
- Student Behaviour Policy.

Appendix 1 – Student ICT Acceptable User Agreement

Introduction

In educating our students for a rapidly changing world, we believe it is important they learn how to use available technology responsibly. The Internet is one of a wide range of resources that students may access at Emmanuel. The College, along with our Internet provider, will implement software to provide barriers to most known Internet sites with unacceptable information. However, because access to the Internet provides connections to a multitude of systems around the world, it is not possible for the school to completely control the content of information available. It is possible that students may inadvertently come across material on the Internet that is not in accord with

How Will Students Use The Internet

Students will search for information on the World Wide Web as part of their class work and will make connections with students/teachers locally and globally in joint projects. They will also be able to undertake individual research outside class time. This access will only be available once they and their parents have signed the Student Internet Use Agreement.

Definition: Internet access includes related communications systems.

Student Internet Acceptable Use

Purpose

The purpose of this document is to establish a policy for the acceptable use of the Internet as a tool for learning at Emmanuel College. In interacting with the global community through electronic media, the user's code of behaviour is expected to be an extension of the College Code of Conduct.

Scope

The following rules apply to Emmanuel College and to all users of the College network.

Acceptable Use Rules

Emmanuel College Internet users will:

1. Acknowledge that the aim of the Emmanuel College Internet connection is educational.

    Users must be able to demonstrate that Internet use is a valid component of research to support classwork.

2. Respect College resources and equipment.

    Access to the Internet is a privilege and not a right and is to be available equally to all. Using these resources requires care and respect of equipment to minimise damage and expense and to ensure availability.

3. Accept full responsibility and liability for their actions when using the Internet.
    Whilst all due care will be taken by Emmanuel College to ensure responsible use of the Internet connection, all users will assume full liability, legal, financial or otherwise for their actions.
    Email and Internet facilities are not to be used in any manner contrary to law or likely to contravene the law

4. Identify themselves in all correspondence

    Users will not masquerade as or misrepresent other users.

5. Respect the rights, privacy and property of others

    The work of other persons is theirs alone. If another person's work is used it must be properly acknowledged in accordance with copyright regulations. Copyright is infringed when one or more of the copyright owner's exclusive rights is exercised in relation to a substantial part of the work or other subject matter without the copyright owner's

consent or licence. The copyright material of third parties, including software, database files, documentation, cartoons, articles, graphic files, text and downloaded information must not be distributed through email or the Internet without specific authorisation to do so.

The user agrees to not:

- Copy files from another user without their permission;
- Copying files or passwords belonging to another user without permission may constitute plagiarism or theft;
- Disclose passwords to anyone;
- Read the mail of other people;
- Reveal personal addresses or phone numbers.

6. <u>Avoid public criticism of other people or organisations.</u>
While debate is encouraged, public criticism can result in legal penalties. Be aware that there is no privacy on the Internet and any e-mail message may be relayed to others. The sender of any message will be held responsible for content. A user will be liable for defamation where it is established the he or she published material that defames another person. Emmanuel College reserves the right to inspect or review accounts and files for security and policy enforcement purposes.

Material will be considered defamatory where it contains imputations which:

- are calculated to injure the reputation of a person by exposing them to hatred, contempt or ridicule;
- would tend to lower the person in the estimation of right thinking members of society;
- would tend or make people shun and avoid the person.

The defamatory communication need not consist of a statement; it can comprise cartoons, caricatures, images and effigies that harm a person's reputation. It is not necessary to identify a person by name. References to an address or occupation, physical characteristics, mannerisms or social habits may be sufficient to identify someone, notwithstanding that the author may not have intended to identify that person.

7. <u>Avoid Harassment of others</u>
Harassment is a form of discrimination. Harassment includes sexual harassment and other types of harassment that the law does not allow. In general, harassment is any form of behaviour that is not wanted and not asked for, and that a reasonable person would have anticipated would:

- Humiliate someone;
- Offend someone;
- Intimidate someone.

Discrimination can be based on a variety of grounds:

- Age
- Sex, marital status, pregnancy or family responsibilities
- Sexual preference or homosexuality
- Race, colour, descent, nationality, national origin, ethnicity or religion
- Disability or impairment
- Transgender status
- Political belief or activity
- Trade union membership or union or industrial activity
- Profession or occupation
- Physical features

- Religious belief or activity
- Parental status or status of a carer
- Personal association with a person identified by reference to any of the above attributes.

8. Appropriate use of email

Email is not a secure means of communication. For this reason, you should not send anything by Internet email that you would not like to become public knowledge.

All users are required to scan any files received as attachments to Internet email for viruses, using appropriate virus scanning software. If a virus is detected, the Systems Manager must be informed immediately.

9. Agree not to access inappropriate or illegal materials through the Emmanuel College Internet connection.

In accordance with the College Code of Conduct, it is not permitted to access or create material that may be offensive to parents, teachers or other students. If the user wishes to search for material believed to be appropriate to research, but that others might find offensive then the user will seek written permission from the relevant teacher.

10. Monitoring

As it is incumbent on the College to ensure appropriate usage of the electronic communicating systems, a school has the right to access, view and monitor a student's incoming and outgoing messages and site usage. Email and Internet usage is not private and may be monitored by the Digital Services Team.

If a breach of policy is detected the House Leader will be notified immediately. Should a student receive an inappropriate email they should inform their teacher or House Leader immediately.

11. Accept that inappropriate behaviour whilst accessing the Internet shall incur penalties.

Emmanuel College reserves the right to terminate, suspend or otherwise limit network/Internet access at any time as deemed necessary in their judgement. Emmanuel College, along with our Internet provider, will implement software to provide barriers to most of the known Internet sites with unacceptable information.

12. Inappropriate use response protocol.

Where a student does not follow the school policy regarding the use of the Internet facility or refers to material not relevant and not prescribed on the Internet Use Permission Form, then the teacher will apply the usual classroom management procedure as set out in the Discipline Policy. Where a student has accessed material which is deemed offensive due to its degree of violent content or pornographic nature, the student will be denied further access and the matter referred to the appropriate House Leader. The student's future use of the Internet will be determined in the light of discipline processes instituted.
Guidelines for inappropriate use:

- Where inappropriate use of the Internet constitutes a serious offence, the appropriate protocol will be applied.
- Other inappropriate use of the Internet site during a class activity would fall within the classroom management protocol.
- The use of non-education sites should be viewed as inappropriate unless directed by a teacher.

13. <u>Implementation Process</u>

Students will receive a copy of the "Student Information Technology User Agreement" and the "Internet Access Policy" during the first Homeroom of the new school year. Homeroom teachers will outline/explain the issues raised by the documents.

Students will take the documents home to be read by a parent/guardian and the User Agreement Form is to be returned to the homeroom teacher signed by both student and parent/guardian.

On return of the signed User Agreement Form, the homeroom teacher will mark on their homeroom list as returned. It is the responsibility of the Homeroom teacher to follow up the late return of the User Agreement. After the set return date Homeroom teachers will forward

All forms along with a roll indicating clearly the students who have not returned form, to the Student Services Office for filing.

If after follow up a student does not return their User Agreement Form the Student Services Department will provide a list of those students to the Systems Manager who will then block their access until a signed form is returned.

Student Information Technology User Agreement

Preamble:

Access to computers and the Internet is provided for the purposes of educational research and learning. The purpose of this policy is to provide rules for appropriate use of these facilities. Students and parents are asked to carefully read and then sign the following agreement:-

Student Agreement:

I understand that the use of computers and access to the Internet from Emmanuel College must be in support of educational research and learning and I agree to the following:

- I will refrain from accessing any news groups, chat groups, links listservs, web pages or other areas of cyberspace that would be considered offensive in the judgement of the College because of pornographic, racist, violent, illegal or other content.
- Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, dialogue **and** information accessed/received by me.
- I will not use classroom computer / Internet time playing non-educational games.
- I will not use any software to bypass the school firewall or proxy to access blocked websites.
- I will be courteous and use appropriate language. Therefore, I will refrain from using obscene, harassing or abusive language.
- I accept responsibility to keep copyrighted material from entering the College. Therefore, I will not download software, games, music, graphics videos or text material that are copyrighted and I will not violate any copyright laws by posting or distributing copyrighted material.
- Plagiarism is unacceptable. Therefore, I will use any download material in an appropriate manner in assignments, listings its course in a bibliography and clearly specifying directly quoted material.

- I will not reveal personal information including names, addresses, bank account details and telephone numbers of myself or others.
- I will not damage computers, computer systems or networks. This includes unplugging / swapping mice, keyboards, etc.
- I will respect equipment in all computer areas and will not take any equipment without a teacher's permission. Furthermore, I will report any theft that I am aware of to the teacher.
- I will access Internet or e-mail only under supervision by a staff member. Web sites must be authorised by supervising staff.
- I will not carry any personal material on any USBs used at school, except subject/school requirements, without teacher's supervision.
- I will abide by log-on procedures to access to the computer network.

If I violate the terms of this agreement, there will be consequences. These may include:

- Having restricted access
- Being denied access to the College network
- Facing further disciplinary action as determined by the House Leader and Systems Manager. This may include suspension.

I am aware that each case will be considered individually.

…………………………………………..   …………………………………...

Student Name   **Homeroom**

…………………………………………..   …………………………………...

Student Signature   **Date**

Parental Agreement:

As the parent/guardian of ………………………………………… I hereby acknowledge that I have read the agreement on student use of computers and the Internet and discussed it with my child. I understand that this use is designed for educational purposes. I recognise that while every effort will be made to monitor students use of the Internet, it is impossible for Emmanuel College to continually monitor and restrict access to all controversial materials. I further acknowledge that, while questionable material exists on the Internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold the College Board, staff or Principal of Emmanuel College responsible for any material acquired from the Internet.

…………………………………………….   …………………………………...

Parent/Guardian Signature   **Date**