



# INTERNET AND MULTIMEDIA DEVICES POLICY

## Scriptural Context

*“Teach a child how they should live, and they will remember it all their life.”  
Proverbs 22:6*

## **Rationale:**

St Patrick’s School is a school that encourages the use of technology to enhance learning experiences. Children are exposed to online communication tools and the internet in all facets of life. They have the right to expect secure access to these services as part of their learning experiences. Students and staff need to take responsibility when provided access to computers, multimedia devices and the internet via a local area network (LAN). This policy applies to school-owned and student-owned devices (as per the Digital Devices Acceptable Use Policy & User Agreements (incorporating BYODD)).

The internet provides an opportunity to enhance students’ learning experiences by providing access to vast amounts of information across the globe. The use of computers, multimedia devices and the internet is intended for research and learning and communication between staff and students. In using and managing internet and network services, students and staff are expected to conduct their activities in a manner that supports and advances the mission of Catholic schooling in the Diocese.

## **Google Suite:**

The Diocese of Lismore use G Suite for Education (Google) accounts for all students and staff. By using these Google accounts students are able to access technology tools such as Gmail, Google Classroom, Google Docs, Google Drive, and Google Sites. In addition to these technology tools, students in the Diocese of Lismore will also be able to access additional tools such as Google Blogger, Google Maps, Tour Creator and Science Journal. These are useful apps that support learning in the classroom.

As with any technology, it is important to be aware of the information Google collects from staff and students who are using G Suite for Education accounts. Google provides a statement about the information they collect, as well as how they use and store the information from G Suite for Education accounts in their Privacy Notice. You can access the statement online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html).

*“The internet offers extensive knowledge, but it does not teach values: and when values are disregarded, our very humanity is demeaned...” Pope John Paul 11*

<b>Guidelines</b>	<b>Indicators</b>
<p><b><u>A. Responsibilities</u></b> (i) Students All students are required to use the internet, network and multimedia services for curriculum purposes, independent research and the transfer of information relevant to the goals and values of the school, at all times aiming for improved student outcomes.</p>	<ul style="list-style-type: none"> <li>• Use computers, internet and multimedia devices for educational purposes only.</li> <li>• Must take care with, and show respect for the equipment that they are using.</li> <li>• Students will make no attempt to access inappropriate websites and images that have no educational relevance or store inappropriate content on student-owned devices.</li> <li>• Notify supervising teacher immediately if any message, image or site is illegal, inappropriate, dangerous, makes them feel uncomfortable or offended.</li> </ul>

<p>(ii) Staff          To ensure that all students are aware of the responsibilities and obligations of computer, multimedia and internet usage.          Investigate and act on student breaches of this policy.          Where possible do not create learning experiences which can lead to inappropriate content being seen on the internet.          Ensure that school-owned devices are functioning effectively and that any problems are reported to the Technology Officer to be fixed.</p>	<ul style="list-style-type: none"> <li>• Do not download files from the internet including applications, music, videos or games without permission from the supervising teacher.</li> <li>• Be aware that all internet usage is monitored and there is a set download limit.</li> <li>• Be aware that purposeful inappropriate usage will lead to disciplinary measures as per Behaviour Management Policy.</li> <li>• Students will not change their school passwords.</li> <li>• Students in Years 3 to 6 will sign a Digital Devices Student Responsible User Agreement at the beginning of each year. (See Appendix A)</li> <li>• Class discussions about internet, computer and multimedia usage.</li> <li>• Correctly model how to use all equipment.</li> <li>• Use computers, internet and multimedia services for professional purposes only. Use the internet and email to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with the performance of your work duties.</li> <li>• Be aware that internet usage is monitored by Diocese and that there a set download limit for students.</li> <li>• As much as possible peruse websites before use. Create links in Google Classroom to minimise “surfing” by the students and minimise download costs.</li> <li>• If there is a technical issue with any school-owned device, use the Help Desk from the CSO Website to report the problem, so that proper assistance can be given.</li> </ul>
<p><b><u>B. Privacy and Confidentiality</u></b>          At all times respect the rights of others and your own privacy when using the internet, emails and multimedia devices.</p>	<ul style="list-style-type: none"> <li>• Do not share passwords. Keep your own private.</li> <li>• It is unacceptable for students to gain or attempt to gain another person’s password or personal information.</li> <li>• If teachers have copies of their students’ passwords and usernames they are to take reasonable steps to ensure privacy of information.</li> <li>• Only use photographs and videos with parental permission (check Media Permission Sheet).</li> <li>• Any personal information that the school or teachers have, whether about students, colleagues, suppliers or parents, it is required that all information is kept confidential.</li> <li>• To ensure privacy, it is encouraged that all users log out when not using the computer/ or device.</li> <li>• Students are not permitted to take photos or videos of others without their permission.</li> </ul>

<p><b><u>(C) Copyright</u></b>  All users are expected to respect and adhere to the laws concerning copyright and other people's ideas.</p>	<ul style="list-style-type: none"> <li>• Obtain permission before copying from another user.</li> <li>• Copying files, pictures and information from another author may constitute plagiarism or theft.</li> <li>• If using anything (pictures or information) from the internet correctly reference the source and acknowledge ownership.</li> <li>• All materials created using school resources is the property of the Diocese of Lismore.</li> </ul>
<p><b><u>Cyber Smart</u></b>  <i>(i) Staff</i>  To ensure that all children are aware of the correct 'netiquette' when using the internet and on-line personal safety issues.</p> <p>Filter software should be used to help manage children's access to the internet.</p> <p><i>(ii) Students:</i>  To ensure that all internet usage is safe and free from bullying or other inappropriate actions.</p>	<ul style="list-style-type: none"> <li>• Spend time with children online and teach them how to use the internet as an effective research tool.</li> <li>• Teach children that information on the internet is not always accurate or reliable.</li> <li>• Teach children to treat others online in the same way they would in real life.</li> <li>• Teach the children that they should not share any personal information on the internet, especially with strangers or unknown websites.</li> <li>• Encourage children to tell an adult if anyone says something that makes them feel uncomfortable or scared.</li> <li>• Explain to children that they shouldn't respond to inappropriate comments.</li> <li>• Ensure that whilst on school grounds, students only access school-approved social media sites/applications.</li> <li>• Do not use any chat room using school equipment unless with permission and supervision from the supervising teacher.</li> <li>• Do not use social networking, email, chat rooms or any other medium to bully another person.</li> <li>• Be aware that any form of bullying using the internet can be monitored and can be open to prosecution or disciplinary measures, as per the Anti-Bullying Policy.</li> <li>• Leave immediately any website that has inappropriate content and inform a staff member.</li> <li>• Do not share any personal information with others over the internet, including emails.</li> <li>• Always treat others with respect and do not respond to inappropriate comments.</li> <li>• Do not randomly surf the web, where possible, use links provided by the school.</li> </ul>

<p><b>(D) Printing</b> The school has provided printing facilities for all staff to print out work. All users are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.</p>	<ul style="list-style-type: none"> <li>• Students may only print with permission from staff.</li> <li>• Before printing proofread, spellcheck and print preview your document.</li> <li>• Place unwanted printouts in recycling bins.</li> <li>• When possible, combine pictures or other material for printout together to reduce paper usage.</li> <li>• Teachers avoid using printers for multiple copies.</li> </ul>
<p><b>(E) Virus Control</b> All users of the school network are to reduce the risk of viruses entering the system.</p>	<ul style="list-style-type: none"> <li>• Do not download any software, music, videos or files off the internet without permission and virus scan.</li> <li>• If downloading any of the above, use the school anti-virus software to check before opening.</li> <li>• Avoid bringing files from outside sources, such as home without performing an anti-virus check.</li> </ul>
<p><b>(F) Consequences</b> All students must be aware that inappropriate usage of the internet, computers or any other multimedia device can lead to disciplinary action at the discretion of the teacher or in accordance with the Behaviour Management Policy.</p>	<p>Consequences may include:</p> <ul style="list-style-type: none"> <li>• Only work under direct teacher supervision.</li> <li>• Loss of access privileges for a set period.</li> <li>• A meeting with the Principal or Assistant Principal (which may also involve parents or letter home).</li> <li>• Actions in accordance with the Behaviour Management Policy.</li> </ul>

### **Reflective Materials**

- St Patrick’s Behaviour Management Policy, 2016
- St Patrick’s Anti-Bullying Policy, 2015
- St Patrick’s Digital Devices Acceptable Use Policy & User Agreements (incorporating BYODD), 2015
- Digital Technologies (and Social Media) Policy, Catholic Schools Office, Lismore, 2015
- Privacy Policy, Catholic Schools Office, Lismore, 2014
- Cyber Smart Guide – Kids Online. Australian Government, Australian Communications and Media Authority
- Computer Usage Policy, Fraser Cooloola Consultancy Group
- Internet/Email Policy, St Joseph’s School, Korumburra.
- Computer and Internet Acceptable Use Agreement, Kilara Public School.
- Catholic Schools Office, Diocese of Broken Bay, Acceptable Use Policy for Internet/Intranet and Network services in the Diocesan School System.
- Online Communication Services: Acceptable Usage for School Students, NSW Education and Training
- Internet Users Policy, St Columbkille’s Catholic Primary School

**This policy was last ratified by St. Patrick’s School Advisory Council in & Reviewed in**

**August 2012  
June 2017, Nov 2019**



# ST. PATRICK'S PRIMARY SCHOOL

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## Internet and Multimedia Devices Student Code of Practice YEARS 3 to 6

Appendix A

I agree to and accept that the following rules must be followed when using digital devices, the internet, applications and email at St Patrick's Primary School Macksville.

As a responsible student and mobile learning device user I will:

- Not send personal messages through school hours
- acknowledge that my mobile device is primarily a learning tool and not for entertainment
- treat all digital devices and technologies with respect and care at all times
- use my device for my own personal use and not make it available to other individuals
- not share my username or password with other students
- store my device in a safe and secure manner when not in use - device usage is only permitted in class time
- keep food and beverages away from my device at all times
- follow teacher instructions related to my device use
- keep applications requested by the school on my home page, ensure they are kept up to date and download when instructed by Airwatch app.
- keep my device fully charged for daily use.
- refrain from any attempt to harm or destroy the equipment or data of others
- use digital technologies as a responsible digital citizen
- abide by conventions of online etiquette and be respectful of others
- protect my own and other people's personal details including log ins, passwords, last name, family details, address, telephone number and email address
- ensure that all content played, shared or viewed is age appropriate
- seek authorisation when changing device settings, deleting or uploading applications onto devices
- use the school network and school owned devices to store or share any files that are only of an educational nature
- access only areas of the computer or network that are related to my learning as specified by my teacher
- be ethical and responsible when accessing sites and inform my teacher if I discover material that is inappropriate
- use the internet and all applications appropriately as a responsible digital citizen
- comment on my own and other's work in a respectful and constructive manner
- seek permission from the owners of materials before using or uploading images
- not use digital technologies to harass, humiliate or bully another student or teacher
- abide by conventions of etiquette and be respectful of other technology users
- allow my parents to be aware of and monitor the use of my mobile device and the internet at home as this is not the responsibility of the school

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### **Student Agreement**

***I acknowledge that I have read, understood and agree to abide by the responsibilities contained within this Policy and the Responsible Use Agreement. I understand that if I breach either it may result in disciplinary action. This Agreement will be reviewed on an annual basis by St Patrick's Primary School.***

*(sign and return to school)*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Date : \_\_\_\_\_

Signed: \_\_\_\_\_



## Internet and Multimedia Devices Student Code of Practice

### KINDERGARTEN TO YEAR 2

**Using an iPad is a big responsibility and I am going to agree to be a good technology user.**

- I want to be a good iPad user.
- I will have clean hands when I use an iPad.
- I will use gentle hands when I use an iPad.
- I will only use Apps my teacher allows me to use.
- I will ask for help when I don't know what to do.
- I know that teachers will look at what I do with the iPad.
- I will not tell anyone my password.
- I understand that an iPad will be allocated to me and it is my responsibility to use and store it correctly.

#### **When I use the Internet:**

- I will tell my parents 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.

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***I understand that the use of the Internet and iPad at school are for educational purposes and this may be limited if I do not follow the Student Code of Practice.***

*(sign and return to school)*

**Student Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Students will not have access to the Internet at school until this document is signed and returned to school.***



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## Internet and Multimedia Devices Student Code of Practice

### Responsibilities of Parents

I agree to and accept that the following rules must be followed when using digital devices, the internet, applications and email at St Patrick's Primary School Macksville.

As a responsible parent I will:

- thoroughly read and discuss this *Policy and Agreement* with my child at an age appropriate level
- work with the school to assist my child to abide by their responsibilities in this policy and agreement
- work collaboratively with the school to promote a safe learning environment for students
- take responsibility for my child's access and online activities at home
- model appropriate use of technology
- notify the school promptly about Cybersafety issues that arise
- supervise and discuss internet content and time spent using technology to help children grow into ethical, safe and responsible digital citizens
- report serious out-of-school hours Cyberbullying to the Police or Internet Service Provider and as relevant to the school
- follow due process and use relevant procedures when bringing disputes, complaints and grievances to the notice of a teacher and/or Principal or school
- acknowledge and understand that an iPad or any other digital device is fragile and that it must be cared for at all times
- assist my child when installing and updating applications requested by the school
- agree where the school assesses damage to my child's owned device to have been caused by my child to meet the cost of any repairs and repair the device promptly so as to not disadvantage my child's learning.
- agree where the school assesses damage to another student's or school owned device to have been caused by my child through a breach of the *Student Responsible User Agreement* to meet the cost of any repairs. I acknowledge that the school will advise me in writing of any such repair costs or assessment of damage.

### Parental Consent

I acknowledge that I have read, understood and will abide by the conditions and regulations contained within this *Policy and the Responsible Use Agreement for Parents and the Responsible Use Agreement for Students*. I also acknowledge that I have discussed this policy and the agreements with my child.

As Parent/s or Caregiver/s, I/we give permission for my/our child \_\_\_\_\_ to:

- Bring their own designated device to St Patrick's school for use in the classroom for educational purposes
- Access the internet for information relating to class work
- Publish work created by students, credited by students' first name only
- Communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
- Use of a variety of websites, including registration and the use of personal usernames and passwords, for educational purposes including 'cloud' based technologies such as Google Drive and other Google Apps for Education

Please note that the students will access the Internet using a username and password. Please indicate your permission by signing the permission and agreement covenant below. Parental agreement and student understanding ensure that all students are able to make optimum use of the technology and actively participate in all learning opportunities. I acknowledge that the school will not be held liable for any damage to, or theft of, the device as a result of this decision.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Parent or Carer)