ICT Usage Policy

School Context:

Doxa School Bendigo is a Child Safe community committed to providing an environment that is true to the values of our schoolwide expectations: being **Safe**, **Kind** and **Curious**. We promote care for all individuals in the school community and this is reflected in our support of students to learn to understand and regulate their own behaviour.

All of Doxa School's policy and procedural documentation is underpinned by our **5 key Pillars of the Doxa School Model: Student-Centred Approach, Trauma Sensitive Practice, Social and Emotional Literacy, Choice Theory and our Catholic Identity** and complies with the requirements of Catholic Education Sandhurst Ltd**.** This Policy can be found on our school website www.doxabendigo.catholic.edu.au and applies to all community members of Doxa School Bendigo.

Policy Context:

Access to digital technologies, including the internet, is provided to all students and staff at Doxa School to support their school experiences. Digital information and communication are important mediums for contemporary learning and teaching and administration.

Given this, Doxa School understands that we owe a duty of care to students with this access and will provide instruction in online personal safety issues including inappropriate sites, cyberbullying and scams. To support this, Doxa School will ensure staff have the necessary expertise and experience to deal with these issues.

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.

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, tablets or 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.

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.

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.

In using and managing internet and network services, students and staff at Dox School are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. Doxa School, and our school 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.

Principles:

The use of digital technologies within our school by staff and students at Doxa School is underpinned by the following principles that:

- digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- 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 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 from any members of the Doxa School community

Scope:

This policy applies to members of the Doxa School community in the 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 Doxa School.

This policy does not apply to curriculum content. The curriculum and teaching practices and pedagogy are outlined in documents related to learning and teaching programs.

Policy Statement:

- ✓ Doxa School promotes enhances the student learning environment through use of a range of technological and multimedia equipment

- ✓ Access to internet and network services is overseen by Catholic Education Sandhurst Ltd, via Doxa School, to staff and students for educational and administrative purposes

- ✓ A range of technology platforms, including Google Suite, provide access to a range 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 educational, administrative and professional learning within and between Doxa and School and appropriate other users. They also enable effective communication with school communities and enable partnerships with teachers for the education of children

- ✓ Access rights assigned to students and staff at Doxa School will be determined by the Principal and may vary as educational and administrative purposes change

- ✓ Students and staff at Sandhurst Catholic Schools 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 for sending unnecessary communications

Expectations of Users:

All students and staff at Doxa School 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 school expectations, is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever Doxa School equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Doxa School will continue to teach and re-teach the rules regarding personal use of mobile and other electronic devices and responses to breaches of these rules to school communities.

8.1 Non-compliance with this policy

Disciplinary action may be undertaken by Doxa School against any student or staff member who is found to be inappropriately using the provided internet, network services or mobile device. Principals will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines. These measures are outlined in the staff handbooks or the student agreement.

8.2 Duty of Care

Doxa School will provide teaching, information and resources to students regarding online personal safety issues including inappropriate sites, cyberbullying and scams. Staff at Doxs School are provided with professional learning to assist them to deal with these issues. School staff will identify any risk management issues and follow protocols for managing, recording, monitoring, and minimising risks.

8.3 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, or other CES Limited staff member) can monitor use of CES Limited ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to the Doxa School and Catholic Education Sandhurst Ltd 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 at Doxa School. Firewalls are also to be maintained.

The management of system protocols and configurations are the responsibility of authorised Doxa School staff in conjunction with Catholic Education Sandhurst Ltd. 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 Sandhurst Catholic Schools 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. Sandhurst Catholic Schools advise students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

Doxa School has our own website which we maintain in accordance with Catholic Education Sandhurst Ltd 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

Doxa School provides students and parents/carers/guardians with the following:

- A copy of the school's Acceptable use Agreement

- A copy of this policy

- Shared Behaviour Expectations (Code of Conduct for Students)

The 'Acceptable Use Agreement' (see Appendix 1) is provided to students and parents/carers/guardians so they can consider their commitment before signing the agreement. This must be completed before the student is given access to, and use of, Doxa 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. Sandhurst Catholic Schools provides staff with the following:

- A copy of this policy

- A copy of the Acceptable User Agreement

- A copy of the Staff Code of Conduct

Related Policies:

- Bullying Prevention Policy

- Child Safe Policies

- Codes of Conduct for students, parents/carers/guardians and staff Data Breach Policy

- Data Breach Policy

- Complaints Management Policies

- Privacy Policy

- Social Media Policies

- Student Behaviour Management Policy

Acceptable Use Agreement

Acceptable Use Agreement – Information & Communication Technologies

The following expectations apply to all users accessing resources through, or simply just making use of, Doxa School's Information & Communication Technology facilities.

All users must respect other people's privacy and intellectual property, and their right to be safe.

This 'Acceptable Use Agreement' expects that Doxa School Community members:

- Care for school technology and equipment

- Use and respect the physical infrastructure that provides our electronic media resources

- Use electronic and social media in a safe and kind manner

- Comply with all state and commonwealth regulations relating to the use of electronic and social media

- Respect other people's privacy by not interfering with another person's internet and social media accounts

- Only use the internet and social media in accordance with directions from the Leadership Team or, in the case of students, staff members

- Do not use the school's internet to engage in activities that bully, harass, abuse or hurt another person or encourage others to participate in this behaviour

Any security problems or breaches must be brought to the immediate attention of a staff member or the Principal as soon as practicable.

We have read and understand the expectations of students regarding the use of Email and the Internet at Doxa School, and agree to abide by these expectations while enrolled at Doxa School.

Parent/Carer/Guardian: Student:

_____   _____

Date: _____   Date: _____