



# Information, Communication and Technology

Policy Code: FFR – E I and IP  
To be Reviewed: 2018  
Ratified: 2015

## **Identity Statement**

To provide a school community that draws on the traditions of the Brigidine Order, that celebrates life, reaches out to others and actively cares for our world.

## **Vision Statements**

*St Patrick's Primary School strives to:*

- Guide and support students on their faith journey through experiences of the Catholic tradition, building a strong sense of belonging, responsibility and wonder within our school, church and global communities.
- Develop an environment that builds on student resilience, self - respect, confidence and empathy – in partnership with families.
- Foster a learning environment that provides a holistic education that nurtures all learners in order for them to realise their full potential.
- Model and foster a safe and supportive environment for students and their families within the school community.
- Provide learning and teaching experiences that promote decision making.
- Conserve God's creation and recognise the traditional owners of the land.

## **Graduate Outcomes**

*We endeavour to create graduates who will:*

- Have a dynamic faith
- Be committed to social justice
- Be environmentally aware
- Develop and sustain loving relationships
- Be life-long learners
- Realise their potential
- Be creative problem-solvers
- Be resilient, confident and independent
- Be respectful
- Have courage and integrity
- Be self-aware
- Enjoy their experiences

It is important that all students and staff read and understand the expectations contained in this policy, and abide by them at all times. Conduct when using the St. Patrick's Wangaratta network and resources must reflect the school's rule of Respect for School, Property, Self, Others and Environment.

The School reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' computers and in network locations, Internet favourites, history and cache files, and other information stored on computers and on the network, for material that would constitute a breach of this policy.

## **Overview**

St Patrick's Primary School Wangaratta maintains and administers a network of computers, switches and routers, storage devices and other related equipment to support learning, teaching, communication, record keeping and administration.

All staff, and students have access to the system and network, with appropriate permissions and security protocols in place according to users' status and roles within the school.

The system includes computers and personal devices, Internet access and software supported, mandated and / or recommended by the Catholic Education Office Sandhurst and CEO Melbourne to facilitate efficient record keeping, administration, planning and delivery of curriculum, data storage and a variety of communication tools, software and platforms.

St Patrick's also uses and maintains Technology to support learning and teaching including devices such as PA systems, copiers, printers, telephones, projectors, electronic whiteboards, media streaming devices, peripheral devices, specialised technology such as microphones, sound recorders and miscellaneous equipment such as programmable construction sets and other technology based learning and teaching aids.

## ***Basic Beliefs and Understandings***



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Information Communication Technology proficiency has become an intrinsic and almost indispensable part of learning and living in the 21st century. Opportunities for benefiting from creatively applied learning and teaching are freely available and increasingly effective and accessible. Our society has come to rely so heavily on the availability of network access and IT devices as necessary tools that its lack is, at times, a significant impediment to expected professional practice across a wide range of activities and jobs. ICT skills are considered by curriculum development authorities to consist of an broadly applied underpinning set of General Capabilities, in which all students and St Patrick's community members are expected to be competent. Indeed, a wide range of tools, surveys and assessments are routinely utilised to collect and interpret data and share information.

*We believe Learning, Teaching, Communication and School Administration are significantly enhanced when the efficiencies and opportunities provided by ICT are incorporated in planning learning and teaching activities, school communication and administrative processes.*

*We believe the equipment, the software tools and consistent network availability increases student engagement in learning activities and stimulates self directed learning and collaboration in a wide range of real life, real time and extra curricular activities.*

*The Australian Curriculum recognises the place of ICT based Learning, Teaching and School Administration and we believe the Scope and content of the ICT Curriculum provides a strong and sound basis for planning learning activities, assessments, and record keeping.*

*We believe we have a responsibility to provide the best consistent and adequate network access available, appropriate software tools and selected digital identities such as unique User-names, Passwords, and email addresses to all members of St Patrick's community, so that each may maximise learning, administration, communication, storage and personal organisation tasks, by using ICT infrastructure within acceptable guidelines.*

*We believe all people have the right to safety, privacy and security of information. We incorporate these practices and principles by including a Digital dimension in our Positive Behaviour In Schools program.(PBIS). We teach, encourage and support Responsible Digital Citizenship practices scaffolded by principles such as those set out in the eSmart Schools Program. Our teaching and behaviour modelling demonstrates that digitally speaking, we practise respect for Self, Others, Property and Environment.*

*We believe people have the right to control access to their online personal information. We provide notification processes to allow users to exclude, remove or modify personal information including images in the school's online publications.*

## **Implementation**

To facilitate efficient use of the wide range of learning tools and websites offering services and software St Patrick's provides each student and staff member with an email address and access to software and hardware.

The email address is used for sending and receiving email, and also serves as a unique identifier for a user to register and log in to relevant services. A principal feature of Integrated Catholic Online Network (ICON) is eLearn which consists of integration with Google Apps for Education (GAPE).

GAPE is a suite of interconnected and integrated software services which are specifically designed for Educational institutions. The majority of these services are accessed by using Internet browser software. The recommended software is Chrome, chosen for its integration and compatibility with the other apps and software.

St Patrick's provides internally accessible storage and shared digital resources on an Administration Server and a Curriculum Server. Users are provided access and permission to use these resources according to their status in the school.

Staff and Grade 5 and Grade 6 students use and manage a MacBook computer on an individual basis and take responsibility for the care and responsible use of the computer while they are enrolled in these grades. Login names and other personalised settings may be stored on these computers to save time.

Students in Foundation - Grade 4 access MacBooks on a shared basis and need to ensure they remove login details from session to session. Processes are in place to assist students leave computers ready for the next user.



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iPads are also used across all areas as necessary by all members of the school. The software is centrally managed so as to maximise the benefits of using what is designed to be a personal device as a shared resource. The iPad is the key principal learning device used by students in Foundation - Grade 2.

## Internet Access

St Patrick's provides a network infrastructure which allows every member of the St Patrick's community to access the Internet as necessary and appropriate for learning.

Filtering software (zscaler) is employed to block or allow access to websites as appropriate. Internet access at St Patrick's via the network is not possible without first logging in via the filtering software.

Email access is provided to all users.

All Internet and email activity is logged for all users. Permission for access to software, websites, social media platforms and online multimedia is modified and controlled by the Principal and the System Administrator.

## Curriculum

In the Australian curriculum ICT is organised as one of the General Capabilities. Students will apply these capabilities across all areas of their learning. Specific connections are made to the domains of English, Mathematics, Science and Humanities and Social Sciences.

## Organising Elements

*“The ICT capability learning continuum is organised into five interrelated elements:*

- *Applying social and ethical protocols and practices when using ICT*
- *Investigating with ICT*
- *Creating with ICT*
- *Communicating with ICT*
- *Managing and operating ICT”*

## Scope

*“The nature and scope of ICT capability is not fixed, but is responsive to ongoing technological developments. This is evident in the emergence of advanced Internet technology over the past few years and the resulting changes in the ways that students construct knowledge and interact with others.*

*Students develop capability in using ICT for tasks associated with information access and management, information creation and presentation, problem solving, decision making, communication, creative expression, and empirical reasoning. This includes conducting research, creating multimedia information products, analysing data, designing solutions to problems, controlling processes and devices, and supporting computation while working independently and in collaboration with others.*

*Students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.”*

## Acceptable Use Policy

### Purpose

St Patrick's School offers Internet access to its students, and staff. The intent of this policy is to ensure that users utilise this access in a manner consistent with the purpose of providing this Internet service. Parents and guardians are asked to review this policy and discuss it with their students. The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. The primary purpose of the St Patrick's Internet service is to support the educational objectives of St Patrick's and their educational community in general. The Internet service is not a public forum and the school reserves the right to place reasonable limits on materials posted or accessed through the service.



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While the Internet's possibilities are tremendous, it also has potential for abuse. To use the school Internet service the user must take full responsibility for his or her own actions. St Patrick's shall not be liable for the actions of anyone accessing the Internet through this or any other Internet connection.

## Acceptable Use

Each user must:

- Use ICT to support personal educational objectives consistent with the educational goals and objectives of the school.
- Agree not to submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the service in any way that would disrupt the use of the service by others.
- Not use the service for commercial or financial gain, political lobbying, or fraud.
- Not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the service and appropriate disciplinary action.
- Be responsible for the appropriate storage and backup of their data.
- In addition, acceptable use for school employees is extended to include requirements to:
- Maintain supervision of students using the service and equipment.
- Take responsibility for assigned personal and school accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and school accounts and files by unauthorised persons.

## Unacceptable Uses

Each user must not:

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the school's service without the prior approval of the Principal
- Users may not post information that could cause damage or pose a danger of disruption to the operations of the service or the school.
- Users may not access the network for any unapproved non-educational purposes.
- Users may not gain or attempt to gain unauthorised access to the files of others, or vandalise the data or files of another user.
- Users may not download and use games, files, documents, music, or software for non-educational purposes, unless directed by the relevant school authority.
- Users may not possess any data, which may be considered a violation of these regulations, in paper, disc, USB, personal online storage, or any other form.
- Users may not display name or photo to personally identify an individual without receiving written permission.
- Users may not reveal full name, address, phone number, or personal email without permission from an adult.
- Users may not plagiarise works that are found on the Internet or any other electronic resource.
- Users may not harass, insult, attack others or use obscene language in written communications.
- Users may not post anonymous messages.

## **Consequences of not adhering to these principles guidelines:**

- In some cases, failure to comply with these school guidelines may also be breaking the law. This is a complex area as activities online are published throughout the world.
- Where this is not the case temporary withdrawal of services and equipment will be applied in cases where users break the conditions of use.



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- Parents will be notified of serious breaches of the rules/conditions. Minor one-off occurrences may not be reported to parents.
- Activities deemed to be serious breach of the conditions Continued and more serious events will incur more prolonged withdrawal of services and equipment will be put into place and meetings required with parents and principal.
- Where the school is aware of children not following these guidelines outside of the school's jurisdiction, parents will be notified about the activities of all enrolled students.
- In any case where a breach of use involves breaking the law, the appropriate authorities will be informed.

## Personal Responsibility:

- I will report any misuse of the service to the teacher or Principal.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without School permission.
- I understand that when I am logged on to school computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

## Network Etiquette:

I am expected to abide by the generally acceptable rules of network etiquette.

## Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the service in any way that would disrupt the use of the systems by others.
- Observe the following considerations:
- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons.

Principal Signature: \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_