Internet & Email Policy

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School vision statement

Our Lady of Mercy seeks….

“to build a collaborative learning community in which people reflect a love of God and a love of one another.”

Rationale

Our Lady of Mercy Primary School is a collaborative multi cultural school that supports and promotes the Catholic Ethos. The practice of communication must reflect the highest standard of truth, accountability and sensitivity to human rights. Communication must always be truthful, since truth is essential to individual liberty and authentic community among persons.

This Information Communication Technologies Policy reflects our commitment to use technology to help attain the aims set out in the School Vision Statement. Our expectation is that the school community will become proficient users of Learning Technologies across all curriculum areas.

The need for primary schools to incorporate learning technologies into curriculum stems from the technological demands of our society. They are a powerful educational resource and a unique instrument of learning, allowing for student participation and interaction.

“Schools have an obligation to educate all children in this crucial information technology area”. (Beazley Report 1984)
Vision Statement

“Within our Catholic school community, technology will be used to enhance learning and teaching in all curriculum areas to help students realize their educational, social and spiritual potential to become information literate, self-directed life-long learners.”

Definition

‘Information and Communication Technology (ICT)’ means all computer hardware, software, systems and technology (including the Internet and email) and telecommunication devices in facilities that may be used or accessed from a school campus or connected to a school’s communication network.

Aims of ICT within the school

Through teaching ICT we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable them to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way. ICT skills are a major factor in enabling children to be confident, creative and independent learners.

Information and Communication Technology use by Staff

Principles

1. Our Lady of Mercy has a responsibility to ensure appropriate precautions are taken to minimise the risk of exposure of students to offensive and inappropriate material through the availability of ICT in schools.

2. The use of ICT, including the Internet and email, by staff must not infringe:
   - child protection policies
   - relevant state and federal laws (a summary of these laws are an attachment to this Policy and form part of this policy)
   - school rules or policy.

3. Our Lady of Mercy provides access to ICT and in particular email and internet to support the role of staff members. Personal use should be limited.

4. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.

5. The use if ICT, including the internet and email by staff must not constitute unacceptable or unlawful behaviour (as outlined in Procedures 2.2 and 2.3 of this policy).
Procedures

1. Our Lady of Mercy is committed to ensuring that all staff are able to identify acceptable, unacceptable and unlawful use of ICT.

2.1 Acceptable use may include but is not limited to:

- facilitating, gathering and disseminating appropriate information for educational or related purposes
- encouraging collaborative projects and resource sharing
- assisting technology transfer
- fostering innovation
- building broader infrastructure in support of education and research
- fostering professional development
- undertaking administrative functions
- any other tasks that are for educational or related purposes or support and promote the school and its ideals.

2.2 Unacceptable use would include but is not limited to:

- accessing networks without proper authorisation
- transmitting or deliberately accessing and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to: threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful either physically or emotionally, including bullying or harassment within and outside the school
- unauthorised disclosure or communication of information concerning any password, identifying code or other confidential information without permission
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, unsolicited advertising, intentional propagation of viruses in any form, and using the network to make unauthorised entry to any other machine accessible via the school’s network (ie ‘hacking’)
- breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property
- conducting private business for commercial gain or promotional material unrelated to a staff member’s role in the school using the school’s ICT.

2.3 Unlawful behaviour may include but is not limited to:

- defamation of someone or an organisation in an email or webpage sent or produced using the school’s ICT
- infringement of copyright laws, i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material
- sending emails that could constitute sexual discrimination or sexual harassment
- displaying, storing or accessing sexually offensive material on the school’s ICT e.g. screen savers
- sending emails which are discriminatory on the basis of race, sex, gender, disability or age
- undertaking activities which breach state and federal legislation.

3. Unacceptable and/or unlawful use of ICT may constitute misconduct and/or serious misconduct and may result in termination of a staff member’s employment contract.

4. Emails are subject to the records management processes of the school.
Information and Communication Technology use by Students

The aims of ICT are to enable children:

- To develop ICT capability in finding, selecting and using information;
- To use ICT for effective and appropriate communication;
- To monitor and control events both real and imaginary;
- To apply hardware and software to creative and appropriate uses of information;
- To apply their ICT skills and knowledge to their learning in other areas;
- To use their ICT skills to develop their language and communication skills;
- To explore their attitudes towards ICT and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy.

Principles

1. Our Lady of Mercy has made rules about how students use email and the internet so that they can use it in a way that is safe and appropriate. Students must follow these rules and listen to their teachers so that ICT can be used to communicate with others effectively.

2. Access to ICT is provided to students as a privilege and students have a responsibility to use it in accordance with the expectations of the school as set out in this policy.

3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.

4. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.

Procedures

1. Students understand that the use of Our Lady of Mercy Primary School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.

2. The acceptable and unacceptable use by students of the ICT are listed below:

   2.1 Acceptable use includes:
   - Following teacher’s instructions
   - Accessing only the information the teacher has agreed to
   - Being polite and courteous when emailing
   - Seeking the teacher’s permission before sending an email
   - Researching information for a topic or assignment given by the teacher
   - Correctly acknowledging the work of others according to Copyright laws
- Respecting the privacy of others including other students and staff members
- Informing the teacher if you are concerned that you have accessed inappropriate material
- Handling all ICT equipment with care.

2.2 Unacceptable use includes:
- Using ICT without permission or without supervision by a teacher
- Visiting any site that has not been approved by the teacher
- Using the Internet to access offensive or inappropriate information
- Interfering with emails or files belonging to others
- Downloading anything without the teacher’s permission
- Sending a personal photograph without the written permission of a parent
- Sending anything without a teacher’s permission
- Sending or receiving a message which has a false name or has used another’s name without permission
- Sending and email to bully, frighten, annoy or upset a person

[see Appendix B for Student Contract and Important statutes applicable to student’s use of ICT]

The use of the internet within the school

- All Internet activity should be appropriate to staff professional activities or the children’s education. Students must be supervised by teachers when accessing the internet. Children are not to access games online unless it has been designated as specifically educational by a teacher.

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person.

- Activity that threatens the integrity of the school’s computer systems, or that attacks or corrupts other systems, is prohibited.

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.

- Copyright of materials must be respected.

- Posting anonymous messages and forwarding chain letters is prohibited.

- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden. These are blocked by the our system but there are ways to get around this and vigilance by staff is required at all times.
Areas for Professional development within the school community

At the beginning of each year staff are to complete a survey with regards to ICT. Results of the survey will dictate what areas of professional development are required within the school to best promote ICT within the classroom environment. (See Appendix A) The main focus for Professional Development at Our Lady of Mercy over the next three years will be the implementation and use of the new technologies which have been installed in 2009/2010. These include:

- Interactive Whiteboards (3 in total)
- Apple IPod Touch screens (14 in total)
- Flip Cameras (4 in total)

Technical Support

Staffing:

A technology coordinator is needed to:

- Assist in maintaining the operation of the network along with ITC technician.
- Oversee the implementation of the learning technologies policy,
- Support staff and students in their skill development,
- Inform staff of current innovations in learning technologies, which will enhance learning,
- Organise and deliver appropriate PD as necessary,
- Organisation and distribution of hardware and software throughout the school,
- Maintain central resources (audited annually) such as software masters, digital cameras, control and monitoring equipment in an organised and accessible manner,
- Maintain the network software infrastructure including the addition and deletion of users, e-mail accounts, new software etc,
- To maintain secure backup routines on the fileserver,
- Provide an annual action plan and financial plan along with the IT Committee, for the maintenance and development of the school's ICT resources,
- To liaise with other curriculum co-ordinators regarding the purchase of resources for their subject area,
Hardware:

- A computer network which allows for a maximum ratio of 1 computer to 1 child
- 1 networked large black and white printer located in the staff work room
- 2 black and white printers in admin (not networked)
- 1 colour printers for staff student use in library
- 1 colour printer in admin (Principal’s office – not networked)
- Ancillary hardware such as digital cameras, Flip Cameras
- 1 ceiling mounted digital projector and a laptop, which are available to individuals or classes when lab is not being used for computer lessons

Software:

- Which supports all curriculum areas
- Which is used as a professional tool by staff
- Should be continually updated to provide current knowledge

In – Class Support

Teachers will be supported by the ICT team in developing appropriate lessons that continue the progression of ICT within the school.

The allocation of roles and responsibilities for ICT in the school

The computer teacher and classroom teachers are responsible for the development of programmes of work that develop the students ICT skills. Support in developing these programmes is available from the ICT team.

The ICT team is responsible for ensuring that ICT equipment is maintained and updated within the school. They are also responsible for ensuring ICT skills are developed at both the staff and student level. The ICT team will liaise with outside agencies to manage the school network and to ensure that it is kept operable.

The administration team is responsible for using, maintaining and upgrading their software with the help of an outside agency and the ICT team. They are also responsible for producing the school newsletter using ICT equipment and other formal documents when required.

An outside agency will be responsible for maintaining the school network and with repairing hardware and software issues when required.
The use of Software and Hardware across the school

Use of Portable Equipment

The school provides portable ICT equipment such as a laptop computer trolley, a Data Projector and digital and Flip cameras to enhance the children’s education and to allow staff to make efficient use of such equipment to enhance their own professional activities. Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be reported to the ICT co-ordinator. Certain equipment (e.g. digital cameras, laptop digital projector) will remain in the ICT resource area, and may be booked out for use according to staff requirements. It is expected that staff should carry the digital and video cameras, laptop and digital projector to and from classrooms and not send children to carry it to classrooms.

The digital projector is mounted on a ceiling mount in the lab. It is able to be dismounted and taken away for special projects that don’t conflict with lab lessons. It is, however, the responsibility of the teacher needing it, to give sufficient notice to the ICT Coordinator to allow time for the unit to be dismounted and reset for their use and then to returned so that it can be remounted and reset for use in the lab. ICT staff are available to help and advise in the use of the equipment but it is wise to remember that it takes up to half an hour to do this.

Children need to be able to handle the equipment in order to gain proficiency in its use BUT we need to ensure that they are adequately supervised and reminded of the responsibility that they have to take care of equipment. Once equipment has been used, it should be returned to the resource area.

Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) arrangements must be made for any portable equipment in their care to be returned to school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it.

Use of school computers

There are two computers per room for student and staff use and they must be accessible to students. The lab is available to classes at any time that does not have computer lessons. There is a booking poster on the pin up board near the library storage/server room. Students must be supervised by a teacher when they are working in the lab.
ICT in school administration

ICT is used in the management of all information with regards to all school community members. TPA is used to maintain up-to-date information about school employees and other school community members. Our Lady of Mercy is using myMART suite for our reporting procedures in the school. The school is also using Cathednet suite for our intranet within the school.

Appendix A

ATTACHMENT

IMPORTANT STATUTES WHICH ARE APPLICABLE TO STAFF USE OF SCHOOL ICT INCLUDE:

COPYRIGHT ACT 1968 (CTH)
Staff may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

EQUAL OPPORTUNITY ACT 1984 (WA)
This Act precludes:
Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
Sexual harassment and racial harassment in the workplace and in educational institutions, and
Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

CENSORSHIP ACT 1996 (WA)
Staff must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

CRIMINAL CODE (WA)
Staff should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

CYBERCRIME ACT 2001 (CTH)
Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg ‘hacking’ or infecting computer systems with a virus, are illegal.

PRIVACY ACT 1988 (CTH)
Staff should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.
Appendix B

Our Lady of Mercy Computer Contract

_The purpose of computer use in the school is to support education and research._

Student Agreement

I agree to use Information and Communication Technologies at Our Lady of Mercy School in a responsible manner at all times. If I find myself with inappropriate material, I will immediately click on ‘Home’ or turn the monitor off and inform the teacher.

I agree to:-

- Respect the privacy of others at all times.
- Only access my own work and not any other person’s files
- Report to staff immediately the misuse of a computer
- Ask permission before going online
- Be supervised by school staff while online
- Only work on the web for purposes specified by my teacher.
- Make no attempt to access inappropriate material.
- Not give out personal information such as my surname, address, telephone number, parent’s work address or telephone number.
- Never send a picture of myself without first checking with the teacher and having written consent from my parent/guardian.
- Always ask my teacher’s permission before sending an email.
- Ask permission to copy or print information from a web site.
- Not use the internet or email to frighten, bully or annoy another person.
- Only print after the teacher has seen my work and given permission for me to do so.

_The use of computers at Our Lady of Mercy is a privilege and not a right._ Inappropriate use will result in temporary or permanent cancellation of these privileges. School staff will determine what inappropriate use is and their decision is final.

_We will abide by the rules of the Our Lady of Mercy Computer Contract._

Student name: __________________________ Student signature: __________________________

Class: _______ Date:_______________

I agree to ……………………………………………………(child’s name) using Information and Communication Technologies at school for educational purposes in accordance with the Contract above.

I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

Parent / Guardian Signature:………………………………

Parent / Guardian Name:………………………………

Date:………………………………
ATTACHMENT

IMPORTANT STATUTES WHICH ARE APPLICABLE TO STUDENTS’ USE OF SCHOOL ICT INCLUDE:

*Copyright Act 1968 (Cth)*
Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

*Equal Opportunity Act 1984 (WA)*
This Act precludes:
- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

*Censorship Act 1996 (WA)*
Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

*Criminal Code (WA)*
Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

*Cybercrime Act 2001 (Cth)*
Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg ‘hacking’ or infecting computer systems with a virus, are illegal.

*Privacy Act 1988 (Cth)*
Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.