

Mater Dei Catholic College

Live God's Message

Name: SAFE AND RESPONSIBLE ICT USE POLICY FOR STUDENTS

Purpose: provide safe and responsible ICT use policy for students

Relevant to: All Members of Staff
Students

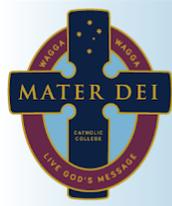
Responsible Officer(s): Principal
IT Manager

Date of Introduction: February 2017

Date of Review: February 2022

Modification History: October 2019

Related Documents: Parent/Carer/Residential Guardian Agreement
Secondary Student



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Vision

In keeping with the vision statement of the Diocese of Wagga Wagga, Mater Dei Catholic College strives to be a nurturing community which;

- Is founded in Catholic faith, justice and love
- Is inclusive
- Is learner centred
- Seeks excellence and wisdom

Mission

"The person of each individual human being, in her or his material and spiritual needs, is at the heart of Christ's teaching; this is why the promotion of the human person is the goal of the Catholic School." JP11 (#9)

As nurturers we are called to;

- Care for each individual, affirming their dignity and uniqueness
- Foster the right relationships with God, creation, self and others
- Provide particular attention to those most in need
- Build a welcoming, safe and supportive school environment

"The Catholic School fosters a particular climate where students, teachers, parents, clergy, non-teaching staff and the wider community feel welcomed and valued." (Barry Dwyer)

We are entrusted to;

- Nourish our spiritual life and ministry
- Connect with the Parish, Diocesan and wider community
- Strengthen relationships and communicate between members of the education community
- Make present the spirit of Nano Nagle, Edmund Rice and Mary, Mother of God

"...knowledge set in the context of faith becomes wisdom and life vision." JP11 (#14)

As faithful we are called to;

- Strive for an understanding of ourselves and others as dignified and loved by God
- Value the unique contributions made by each person
- Practice justice through tolerance, empathy and service
- Pray, celebrate and evangelise with a Catholic perspective
- Build hope in a faith filled future

"...all human values find their fulfillment and unity in Christ." JP11 (#3)

"...there is no separation between time for learning and time for formation, between acquiring notions and growing in wisdom." JP11 (#14)

As learners we are encouraged to;

- Develop the values, knowledge and skills necessary to undertake lifelong personal, spiritual and intellectual growth
- Strive for excellence through programs which cater to the needs, interests and abilities of the individual



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SAFE AND RESPONSIBLE ICT USE POLICY FOR STUDENTS

INTRODUCTION

The College's ICT (Information and Communication Technology) facilities bring great benefit as a learning tool at Mater Dei and support the effective operation of the College. This document deals with the cyber safety and appropriate use of ICT by students. The overall goal of the College is to create and maintain a cybersafety culture which is in keeping with the values of the Mater Dei and the Diocese of Wagga Wagga and legislative and professional obligations.

The following parent and student agreement forms outline parent and student obligations, responsibilities and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the College environment. The ICT facilities are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased, either partially or wholly by the school, and used on or off the school site. All students must abide by the contents of this policy (as per the conditions agreed by parents and students at the time of Enrolment).

CSO AGREEMENT FORMS

The *parent/carer agreement* and the *secondary student agreement* can be found on the Mater Dei website under policies and also in the Mater Dei handbook.

[Acceptable Use Agreement - Secondary Student](#)

[Acceptable use of Technology](#)



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Catholic Schools Office Diocese of Wagga Wagga

**Acceptable Use of technology and the internet,
including Google Suite for Education, and other online services for learning
and teaching**

Parental/Carer/Residential Guardian Agreement

Today's students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the learning opportunities provided through an online environment, students need to be responsible and respectful.

Policy Statement

Staff and students at schools in the Diocese of Wagga Wagga use electronic communications and digital technologies, including the internet, for learning and teaching, and acknowledge they must be used responsibly. Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person. Therefore, our schools believe the development of digital citizens who demonstrate ethical and responsible online behaviour is essential, and is best taught in partnership between home and school.

Using electronic communications and digital technologies to harass, bully or humiliate any individual or group of individuals is prohibited.

The Catholic Schools Office (CSO) and the school acknowledges the responsibility to provide safe and secure online services and reserves the right to capture, store and review all internet browsing, including emails and associated communications, across the CSO and the school's network. All users are advised that the CSO/school may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong and take appropriate disciplinary action including referral to police.

Parent/Carer/Residential Guardian Information

School support for the safe and responsible use of technology and the internet

Your child has been asked to agree to use electronic communications and digital technologies responsibly at school. Parents/carers should be aware that whilst the school provides a filtered internet service, the nature of the internet is such that full protection from inappropriate content can never be guaranteed. This is particularly the case where students choose to use their own internet service.

Schools in the Diocese of Wagga Wagga:



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- have procedures in place that outline the expected behaviours when students use technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using technologies for learning
- support students in developing digital literacy skills
- have a digital citizenship program at the school which is reinforced across the school and with parents/carers and residential guardians
- use mobile tools for educational purposes e.g. podcasts or photos from excursions
- work with students to outline and reinforce the expected behaviours when using the electronic communications and digital technologies

Use of Google Suite for Education and other online services to provide email and additional resources for learning and teaching

The school provides email, document creation and online storage to students for learning and collaboration through the Google Apps for Education and other online service providers. Consequently emails, email account details and data may be transferred, stored and processed outside of Australia. In using the school's email and ICT systems users consent to this transfer, processing and storage of that information. In order to provide this service, the following data is required to be stored on Google's and other online service providers infrastructure and may include student login information (First

Name, Last Name, User name), and their network login password. The CSO/school engages with Google and other

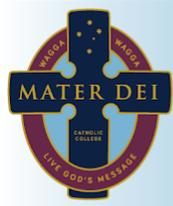
approved providers to ensure privacy policies and security measures regarding the protection of personal information are in place. CSO/school personnel responsible for the email system have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. Google Terms of Service can be found at <https://www.google.com/policies/terms/> and where required other vendors terms of service are available online.

Use of Social Media

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, parents should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation.

Parents/Carers/Residential Guardians can ensure they abide by the laws and the School's expectations, by complying with the following:

- the School, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way
- photographs of students in school uniform represent the School and its students, and should not be posted if they have the potential to bring negative connotations towards the Schools or its staff and students
- photographs containing other students should not be posted without the express consent of the other child/children's parents.



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- email addresses of parents, staff and students should not be given to other people without their express consent
- parents are not permitted to make contact with other students via any form of social media without the express consent of the student's parents

As Parent/s/Carer/s/Residential Guardians, I/we give permission for my/our child to:

- use their school gmail account for education purposes
- access the internet using their username and password
- publish work created by students, credited by student's first name only
- communicate and collaborate with others within the school, and organisations outside of the school, with approval from teachers
- use a variety of websites, including registration and the use of usernames and passwords, for educational purposes including EduCloud (Google Suite for Education).

Please indicate your permission by ticking the appropriate boxes above. The preferred option would be for all boxes to be ticked so that students are able to make optimum use of the technology and actively participate in all lessons.

Parent/Carer/Residential Guardian name	
Parent/Carer/Residential signature	
Date	