



## **Digital Technologies Policy**

MAY 2018

### **Rationale:**

St Michael's Parish School acknowledges that the use of Digital Technology, like all school activities, should be safe, respectful and responsible. This Policy provides information on the expectations and responsibilities of students, parents and staff and the procedures that need to be followed to ensure safe, effective and secure use of digital technology, in so far as that use occurs within the context of the school community, and recognising that such use can occur on or off campus.

Child safety and the prevention of cyber bullying is paramount at St Michael's. The measures to ensure the cyber safety of our students that are outlined in this document are based on Catholic values, as outlined in St Michael's Wellbeing policy, and emanate from the Horizons of Hope documentation.

The Digital Technologies' goal of the school is **to create and maintain a safe online learning culture that is in-keeping with the values of the school, and consistent with legislative and professional obligations.**

This policy supports the St Michael's Student Wellbeing policy.

### **Implementation:**

St Michael's Parish School has rigorous cyber safety practices and educational programs in place, which includes the **Digital Technology User Agreement** for all school staff and students. The school also provides up to date information to families so that parents are able to maintain their child/children's cyber safety at home.

This policy includes information regarding the obligations of parents and students, their responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment. All students and staff will be issued with a **Digital Technology User Agreement**. Students and staff will be provided with full access to use the school's Digital Technologies equipment/devices only once their signed consent form has been returned to St Michael's Parish School.

### **General Guidelines**

At St Michael's we realise that an element of contemporary learning is adapting to changing methods of communication. These contemporary methods of communication involve the use of digital environments for learning such as blogs, Seesaw, Google sites and social networking sites. Contemporary learning therefore requires that teachers, students and parents engage, collaborate, learn and share in these digital environments.

Students need to develop digital citizenship skills to participate online safely and to create their own digital footprint. Educators structure authentic learning to allow students to experience online interaction, make wise choices and be aware and cautious in an online community.

St Michael's school encourages students and staff to work, learn and share information and collaborate using a variety of safe, online platforms. To maintain a safe environment for the students, online activities take place within a controlled and moderated setting.

St Michael's computer network, internet access facilities, computers and other school ICT equipment and devices are provided for educational purposes appropriate to the school environment. This applies whether the equipment is owned or leased either partially or wholly by the school, and whether it is used on or off the school site, and also when personal equipment is brought from home for use at school (BYO devices).

St Michael's and Catholic Education Melbourne monitor traffic and material sent and received using the school's ICT network. The school uses filtering and/or monitoring software to restrict access to certain sites and data, including email. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

St Michael's and Catholic Education Melbourne may audit its computer network, internet access facilities, computers, other school ICT equipment and devices, or commission an independent forensic audit, at their discretion.

## **Definitions:**

### ***Important terms used in this document***

(a) The term '**Digital technology equipment and devices**' used in this document, includes but is not limited to, computers (such as desktops, chromebooks), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras, mobile phones, gaming consoles and any other, similar technologies as they come into use.

(b) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to students or incompatible with a school environment.

### **e-SMART**

eSmart, an initiative of the Alannah & Madeline Foundation, utilises a cultural change approach to improving cyber safety and reducing cyber bullying through the eSmart Schools program.

eSmart Schools provide a framework that guides the introduction of policies, practices and whole-school change processes to support the creation of a cyber safe or eSmart environment.

An eSmart school is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. St Michael's is an eSmart accredited school.

### **Google Apps For Education (GAPE)**

Google Apps is a collection of free online applications available to all Catholic schools in Melbourne. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered to be working "in the cloud".

The benefit of this structure allows flexibility in accessing documents and projects from any computer with internet access. Staff and students can access their school documents from any internet connected device.

Google Apps for Education (GAPE) is a special setup of the popular Google Apps platform, tailored specifically for educational institutions. This means that accounts are managed by the

St Michael's Parish School and not by Google and all advertisements are turned off. This service is available through an agreement between Google and St Michael's Parish School.

GAFE operates using our existing domain (smashburton.catholic.edu.au). The students' GAFE account will allow access to school Contacts, Google Drive & Docs and Sites. All GAFE account holders also have access to a number of other learning, collaborative and productivity based tools and YouTube.

The Google agreement with St Michael's Parish School provides access to some Google applications and storage. While Google hosts these services off-site from the school grounds, St Michael's Parish School maintains the ability to manage users, groups and settings, much like other locally hosted systems. All users of the St Michael's Parish School GAFE need to be aware that the St Michael's Google Administrator can access, manage and monitor accounts and activity within the GAFE domain.

St Michael's Parish School reserves the right to grant or revoke user access and control other settings to ensure a safe and secure collaborative environment for students and teachers.

Visit <http://goo.gl/gEmAr> for the full Google Apps for Education Terms of Service.

### **USE OF STILL IMAGES AND ONLINE VIDEO:**

All staff at St Michael's Parish School have a legal and ethical responsibility to provide a safe learning environment. Therefore, no images of students are to be published without parental consent.

Staff must work within the following requirements when publishing or viewing online still images or video:

- When images or video of students are published online, images may contain one or more students. Names will not be attached to images or video of one student, and only first names in random order will be attached to images or video with two or more students.
- Only use appropriate images of students or student work. An 'appropriate' image is an image where students are involved in school or educational activities.
- When viewing or accessing YouTube, staff must watch any video clip they plan to show students BEFORE the clip is viewed in class. This prevents any risk of inappropriate material unexpectedly being shown.
- Staff are encouraged to use the SAFE MODE for YouTube: go to [YouTube](#), go to settings and check the 'safety mode' is on.
- If a student unintentionally discovers an image or text that is inappropriate or makes them feel uncomfortable they must SWITCH OFF THE MONITOR IMMEDIATELY and alert a teacher. The teacher will then investigate and report the incident to the Principal.  
(see point 20 in the St Michael's Cyber Safety Acceptable Use Agreement Prep-2, see point 21 in the St Michael's Cyber Safety Acceptable Use Agreement 3-6 )
- If staff decide to use websites such as, but not limited to, Photopeach or Phototrail to create presentations of images for Seesaw, the class blog or wiki, teachers must be certain that images uploaded to external sites for the purpose of enhancing or editing their presentation as slideshows or setting them to music, are safe and secure and that no other persons or agencies can access them.

**APPROPRIATE PHOTOS:** We only share photos of ourselves and our work if we have parental consent. All photos must be related to school based activities.

### **BLOGS/SEESAW**

St Michael's uses the blogging platform Global2 which is managed by the Department of Education and Training (DET) and Seesaw, a digital learning portfolio app. These blogs and app are used as communication channels with parents and for online learning tasks to support and extend classroom

learning. Seesaw allows students to independently document their learning and gives parents and caregivers an immediate and personalised window into their child's school day.

On our blogs and online spaces, we always try to be polite and encouraging. We do not write things that could offend other people and we use our constructive feedback skills.

When using blogs, student identity and personal information must be protected at all times. We must never use surnames (parents included) on blogs or identify students in photos. One-to-one, private postings and one-to-one online discussions are not permitted. Online interaction should involve monitored group participation.

All posts and comments must be moderated and approved by a teacher before they are published. Each blog or online space that is created by staff for use by students must be seen as an extension to the classroom and any inappropriate behaviour will be considered a breach of the Digital Technologies User Agreement.

## **SOCIAL MEDIA**

Social media is any form of online or web-based publication, forum or presence that allows interactive communication, including, but not limited to, Facebook, LinkedIn, Instagram, blogs, forums, Seesaw, discussion boards, chat rooms, Wikis, Twitter and YouTube.

All members of the school community need to behave in an ethical manner when using social media and all online behaviour should at all times demonstrate respect for the dignity of each person and be consistent with the Catholic beliefs and ethos of St Michael's Parish School.

Teachers are permitted to use social media and online learning communities for educational purposes and all use must be in accordance with staff Social Media Policy.

St Michael's Parish School uses Instagram and Twitter as marketing tools to promote the school with short video and pictures, interact with the community, showcase school achievements and celebrate milestones. The use of Instagram and Twitter for these purposes has been encouraged by the Catholic Education Office Melbourne.

See Appendix 3 St Michael's Social Media Policy.

## **VIDEO CONFERENCING**

Video conferences are live video presentations using such tools as Skype, Google Hangouts and Apple Facetime. Students commonly participate in video conferencing with guest speakers and collaborate with students in classrooms from local and international schools. All teachers follow the guidelines expressed in Digital Technologies User Agreements when using these communication tools.

## **PODCASTS**

A podcast is a digital audio file that is made available on the internet for downloading to a computer or mobile device, typically available as a series, new instalments of which can be received by subscribers automatically. St Michael's students record podcasts with interviews and original music to share with the community, which are uploaded on the media platform Soundcloud.

**This policy will be reviewed in accordance with the School Improvement review cycle.**

**Review date: Annually.**

**Ratified by Michael Fletcher (Chair of School Advisory Council)**

**May 2018**

## **Digital Technologies Permission Form**

### **PROCEDURES**

**All parents and caregivers are requested to read the Prep - 2 Digital Technology User Agreement and the 3 - 6 Digital Technology User Agreement and the Social Media Policy.**

**They are requested to sign the applicable Agreement and return it to St Michael's.**

**All signed Agreements are kept on file by St Michael's Parish School.**

Please note: This agreement for your child will remain in force until March 2019. If it becomes necessary to add or amend any information or expectations, or to inform parents of new technologies and platforms being used, parents will be advised in writing.

Please respond to each statement

**I give permission for images of work samples to be used online for school related purposes, in newsletters and appropriate platforms Y/N**

**I give permission for my child's image and video to be used online for school related purposes, online learning tasks using newsletters and appropriate platforms Y/N**

**I give permission for my child to participate in whole-class video conferencing Y/N**

**I give permission for my child's image to be used on social media and marketing materials for marketing and advertising purposes Y/N**

**I understand that the students will be issued with a Google Apps for Education account and that it will be managed by the St Michael's Google Administrator. Y/N**

**I understand that information stored and utilised within GAFE is stored on Google servers offsite. Y/N**

**I have read and understood the cyber safety expectations outlined above.**

**Name of Parent:.....**

**Parent's signature:.....**