ST. FRANCIS XAVIER SCHOOL
ACCEPTABLE USE POLICY 2025

RATIONALE

'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.

Access to digital technologies, including the internet, is provided to students at St Francis Xavier Primary School because digital information and communication are important mediums for contemporary learning and teaching. Within Melbourne Archdiocese Catholic Schools (M.A.C.S), a range of technology platforms, such as the Integrated Catholic Online Network (ICON) provide access to a suite 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 professional learning and the development of networks within and between St Francis Xavier Primary School and other schools for professional learning. They also enable effective communication with our parents and allow them to participate in their children's education, working in partnership with teachers.

In using and managing internet and network services, students at St Francis Xavier Primary School are expected to respect the rights and privacy of all persons. They are called upon to respect the dignity of every human person. St Francis Xavier Primary School, along with parents in our 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.

Digital technologies and their use in classrooms are opening up new opportunities for learning, and previously unimagined approaches to teaching and learning. Today, young people have access to knowledge, people and new ideas like never before. They are able to connect, collaborate and build relationships with peers, educators and the wider global community. The use of digital technologies within Catholic schools supports learners to question, evaluate and consider the validity of information and then search for truths contained in those ideas. Learners are empowered to demonstrate adaptability and versatility in thinking and strategies as they select, use and manage a range of applications and technologies. We seek to develop students who are responsible and ethical communicators, creators and publishers in the digital community.

This policy outlines the appropriate use and management of digital technologies such as the internet and network services at St Francis Xavier Primary School in accordance with legal and moral requirements and expectations.

IMPLEMENTATION

St. Francis Xavier School will use the services of the Melbourne Archdiocese Catholic Schools Ltd. (MACS) Virtual Private Network and educational cache. The network provides a list of approved sites that students may use. This policy applies to members of the St Francis Xavier Primary School community in their 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 the school. Breaches of rules and guidelines will attract consequences such as removal of internet access and further disciplinary action if required.

GUIDELINES

Students must not:

- ✓ Use the network to access or process inappropriate materials or documents, or files dangerous to the integrity of the network
- ✓ Use the internet or devices in any other way than has been directed by a teacher
- ✓ Transmit communications that may be construed as harassment or disparagement of others
- ✓ Send chain mail. This is sometimes called SPAM or JUNK mail
- ✓ Open email attachments unless they know the person and what they are sending
- ✓ Violate social standards, such as the use of inappropriate language on the internet
- ✓ Seek to gain unauthorised access to resources within or outside the school
- ✓ Purchase or order goods or services over the Internet
- ✓ Access or attempt to access the Internet using someone else's password or user name
- ✓ Access chat rooms or similar services
- ✓ Alter system files, system configurations, folders or other technical data including desktop backgrounds

- ✓ Provide personal information about another person Eg. personal addresses, phone numbers
- ✓ Give personal information or agree to meet any person contacted through the Internet
- ✓ Disclose their own password or another person's password
- ✓ Waste network resources, such as printing, spending unnecessary time on the internet, performing unnecessary searches, sharing personal files or folders
- ✓ Use their full name when commenting on Blog sites and ensure that language demonstrates respect for others, honesty, courteous communication and adherence to all relevant rules.
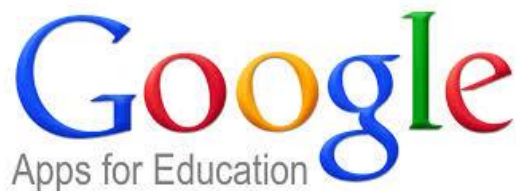
ETIQUETTE
Students should:
- ✓ Be responsible and always use appropriate, respectful language when online. *(No swearing or use of other inappropriate language)*
- ✓ Never share any personal information such as full name, home address or phone number. They should also tell a teacher if anyone is asking for personal information online
- ✓ Not access the files of other students or staff. Never share their password with anyone or use anyone else's password. Students should protect their privacy by using strong passphrases
- ✓ Respect other people's ownership of their work and not copy it without permission. They should also make it clear where the information was found and if they used artificial intelligence
- ✓ On occasions, students may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the student's responsibility to report matters of this nature to a teacher immediately. It must not be demonstrated to others, printed, copied, sent or stored
- ✓ Use web-based programs appropriately. That is, using these programs in an educational manner as prescribed by the teacher. Always follow the terms and conditions of apps and software that are used in the classroom
- ✓ Keep messages or posts short
- ✓ Use the subject line in e-mail messages to indicate the content of the message
- ✓ Delete E-mail messages after they have been read
- ✓ Proof read e-mail messages before they are sent
- ✓ Most importantly…**ENJOY!**

CONSEQUENCES
Students will face a consequence in two areas:

1. **NETWORK ABUSE:** When a student **deliberately** changes or damages the school's software/hardware.

2. **INAPPROPRIATE USE OF PROGRAMS/INTERNET:** This is when a student **deliberately** tries to go to internet sites outside of the educational cache operated by the Melbourne Archdiocese Catholic Schools Ltd or when students do not use both school and web based programs in an educational fashion as prescribed by the teacher.

VPN ACCESS DENIED	NETWORK ABUSE	INAPPROPRIATE USE OF PROGRAMS/INTERNET
1st OFFENCE-RECORDED BY ADMINISTRATOR		
2ND OFFENCE- ADMINISTRATOR WARNING		**1ST OFFENCE**- RECORDED BY ADMINISTRATOR & WARNING
3RD OFFENCE-ACCESS DENIED FOR 4 SCHOOL WEEKS	**1ST OFFENCE**- MISTREATING, DAMAGING SOFTWARE/HARDWARE –ACCESS DENIED FOR 4 WEEKS	**2ND OFFENCE**-ACCESS DENIED FOR 4 SCHOOL WEEKS
LETTER TO PARENTS EXPLAINING THAT ACCESS HAS BEEN DENIED	**LETTER TO PARENTS EXPLAINING THAT ACCESS HAS BEEN DENIED AND THAT IF WILFUL DAMAGE HAS OCCURRED THIS WILL NEED TO BE PAID FOR**	**LETTER TO PARENTS EXPLAINING THAT INAPPROPRIATE USE OF PROGRAMS HAS OCCURED**
4TH OFFENCE-ACCESS DENIED FOR 8 SCHOOL WEEKS	**2ND OFFENCE**- ACCESS DENIED FOR THE REMAINDER OF THE SCHOOL YEAR	**4TH OFFENCE**-ACCESS DENIED FOR 8 SCHOOL WEEKS

St. Francis Xavier School is implementing Google Apps for Education for students, teachers, and staff. As with any educational endeavour, a strong partnership with families is essential to a successful experience. With this letter we are sharing information regarding the use of Google Apps for Education at St. Francis Xavier Primary School and are requesting your parental permission for your Prep to Six student/s to use Google Apps.

The following services are available to each student and hosted by Google as part of online presence in Google Apps for Education:

<u>Docs</u> - a word processing, spread sheet, drawing, and presentation toolset that is very similar to Microsoft Office
<u>Calendar</u> - an individual calendar providing the ability to organize schedules, daily activities, and assignments
<u>Sites</u> - an individual and collaborative website creation tool
<u>Mail</u> (for Year 3-6) - an individual **internal** email account for school use managed, monitored, and filtered by St. Francis Xavier School Montmorency
<u>Classroom</u> – allows for the distribution and submission of work tasks during the school week.

Why are we using Google Apps for Education?

• *To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers*
• *To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device*
• *To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience within St. Francis Xavier Primary School*
• *To facilitate "paperless" transfer of work between students and teachers*
• *To provide adequate long-term storage space for student work*
• *A potential cost savings in terms of software licensing and document storage*

The use of computer facilities at St. Francis Xavier School is a privilege, not a right.

The fact that you can do something or think you can do something without being caught does not make it right to do so.

Even if you don't get caught, there is always one person who will know whether you have done something inappropriate-and that person is you!

ST. FRANCIS XAVIER SCHOOL
ACCEPTABLE USE POLICY

INTERNET USE AGREEMENT

PARENT CONSENT

As the parent / guardian of this child, I have read the 'Acceptable Use Policy'.

I understand that this Internet access is designed for educational purposes. Although I understand that St. Francis Xavier School has taken precautions to stop students from accessing controversial materials, I recognise that it is impossible for the school to restrict access to all controversial materials, and I will not hold it responsible for materials acquired, or information exchanged, via the school's internet connection.

I grant permission for my child to use the internet in a manner described by this policy.

I understand that any violation of the conditions specified in this policy, will result in a consequence, loss of privilege, and/or suspension from my child's access to the school network.

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. I understand that I may ask for my child's account to be removed at any time.

YES, I give permission for my child to be assigned a full St. Francis Xavier School Google Apps for Education account. This means my child will receive an email account (Year 3-6), access to Google Docs, Calendar, Classroom and Sites (Prep to Year Six).

Parent/ Guardian Name:_____

Parent/ Guardian Signature:_____ Date:____/_____/25

STUDENT ACKNOWLEDGEMENT

I understand my responsibilities when using the St. Francis Xavier School Virtual Private Network. I agree to follow the Internet guidelines developed by my school and follow other relevant rules. Further, I understand that any violation of the conditions specified in this policy, will result in a consequence, loss of privilege, and/or suspension from my access to the network.

Student name:_____ Year_____

Student signature:____ _____ Date:___/____/25