Melbourne Archdiocese Catholic Schools
St Francis Xavier PS Montmorency

ICT Acceptable Usage/Social Media Policy

St Francis Xavier
Catholic Primary School
MONTMORENCY

Purpose

'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 and staff at St Francis Xavier Primary School because digital information and communication are important mediums for contemporary learning and teaching and administration. Within Melbourne Archdiocese Catholic Schools (MACS), 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 and staff 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.

Scope

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. This policy does not apply to the curriculum content or the expected standards of usage by students or staff in the school. The curriculum and teaching practices and pedagogy are outlined in documents related to our learning and teaching programs.

Definitions

Computer is either a desktop or portable laptop device that performs processes, calculations and operations based on instructions provided by a software or hardware program.

Device refers to a unit of physical hardware or equipment that provides one or more computing functions within a computer system. It can provide input to the computer, accept output or both. Typical hardware includes a computer mouse, speakers, printer and microphone.

Email means the system that enables users to send data over the internet using computers and mobile devices.

ICON means the Integrated Catholic Online Network which is used to deliver shared services for educational and administrative purposes across Catholic schools.

Internet means the system of interconnected networks that connects computers for data transmission and storage.

Intranet refers to a local system of computers enabling students and staff to communication and share information within their school community.

Mobile devices refers to (but is not limited to) mobile phones, PDAs and portable storage devices.

Network services means the facilities and resources located on and delivered via a computer-based network, including communication systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.

Parents includes parents, guardians and carers.

Social networking means web-based services that allow individuals to create their own online profiles and communicate with each other by voice, chat, instant message, image sharing, video conference and blogs in a virtual community.

Staff means salaried, voluntary and contracted persons.

Students means those students enrolled at St Francis Xavier Primary School.

Website is an internet based page or series of pages grouped together and managed by a person or group.

Principles

The use of digital technologies within our school by staff and students at **St Francis Xavier Primary School** is underpinned by the following principles and understanding:

- that digital technologies provide valuable opportunities for staff and students to collaborate, connect and create with peers, colleagues, experts and the wider community
- that online behaviour will at all times demonstrate respect for the dignity of each person in the community
- users will behave in a manner that is ethical when using the internet and network services (even for personal communication)
- the Catholic beliefs and ethos of the school, and professional expectations and standards required by teachers are demonstrated in the way the technologies are used
- inappropriate online behaviour, including cyberbullying, will not be tolerated.

Policy

Internet and Network Access

Access to internet and network services are provided by MACS to staff and students of **St Francis Xavier Primary School** for educational and administrative purposes. From time to time, other MACS policies and requirements in particular schools may result in restrictions.

Access rights assigned to students and staff at **St Francis Xavier Primary School** will be determined by the Principal and may vary as educational and administrative purposes change.

Students and staff at **St Francis Xavier Primary School** may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. The services cannot be used for political lobbying or proliferation of unnecessary communications.

Expectations of users

All students and staff at **St Francis Xavier Primary School** are required to use the internet and network services in accordance with this policy. Any use of devices or services that may be questionable, offensive, and controversial or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever **St Francis Xavier Primary School** equipment or communication lines are used, including use from home or other non-school location and when a private account is used.

Non-compliance with this policy

Disciplinary action may be undertaken by **St Francis Xavier Primary School** against any student or staff member is who found to be inappropriately using the provided internet, network services, device or mobile device. The principal will determine the disciplinary measures to be undertaken in accordance with other policies and guidelines.

Duty of Care

St Francis Xavier Primary School will provide instruction to students in online personal safety issues, including inappropriate sites, stranger danger, cyberbullying and scams. This will be part of Digital Technologies lessons. St Francis Xavier Primary School will prepare staff to deal with these issues.

Monitoring

Students

Online activities may be monitored or reviewed to assess network efficiency, examine system security and to investigate alleged breaches of this policy.

Staff

An authorised person (e.g. a Principal, a Regional Manager or other MACS staff member) can monitor the use of MACS ICT resources. Server logs may also be used in an investigation of an alleged breach of this policy.

Security

To minimise risk to MACS information and communication networks from viruses and intrusions, current Sophos virus screening software is activated, and where appropriate, passwords are to be used by staff and students of St Francis Xavier Primary School. Firewalls are to be maintained. The management of system protocols and configurations are the responsibility of the staff authorised by the school or MACS. Non-authorised staff and students are not permitted to have access to these levels of system management.

Email

Email service is provided for educational and administrative purposes. Staff and students St Francis Xavier Primary School must identify themselves appropriately by using a signature block at the bottom of the email message that includes their name, school phone number and postal address. St Francis Xavier Primary School advises students and staff that they may be held accountable for the email they create and distribute using the network.

Websites

St Francis Xavier Primary School may create, or have created, a website with the approval of the Principal. These websites must be established and maintained in accordance with MACS policies and guidelines and relevant legislation.

Social networking

Provision of social networking for students must be related to an educational purpose. This is at the discretion of the Principal.

Acceptable Use Agreements – to be developed by each school

Students

St Francis Xavier Primary School provides students and parents/guardians a copy of St Francis Xavier Primary School Acceptable Use Agreement

The Acceptable Use Agreement is provided in full for consideration by all signatories. The Agreement is to be signed by the student, parent/guardian and school representative before the student is given access to, and use of, a school's internet, network services and devices.

Staff

Staff are required to use the internet and network services in accordance with this and other MACS-SFX policies.

Melbourne Archdiocese Catholic Schools Ltd (MACS) is a company limited by guarantee that has been established by the Archbishop of the Catholic Archdiocese of Melbourne to assume the governance and operation of MACS schools.

Purpose

The purpose of this policy is to set parameters on the use of social media, whether as part of a MACS employee's professional responsibilities or in a personal capacity to limit the risk of damage to MACS or MACS schools arising out of such use.

Scope

This policy applies to all employees and contractors of MACS engaged to work at MACS office locations or at MACS schools.

Introduction

Online communication and new media tools are important communication channels that provide an opportunity for both MACS and MACS schools to engage directly with members of the community, prospective parents and other stakeholders. These tools inform the community about services and programs provided by MACS at an archdiocesan and local level, and create a new opportunity to open up a two-way conversation with the public.

Definitions

Authorised user is a staff member authorised to manage, maintain, publish to and operate a MACS social media channel.

Content is any information, opinion, text, video, audio, image, link or document published to social media.

MACS is Melbourne Archdiocese Catholic Schools.

Moderate is the process of assessing content (normally user-generated) against predetermined standards and removing content which does not meet those standards.

Platform is a specific social media network, website, application or service (e.g. Facebook, Twitter, Instagram, etc.).

Post, publish, comment are all terms meaning to make information, opinion or content available for others to view on a social media platform.

Public domain means available to the public.

Repost is to post someone else's content from your account.

Social media is the term for websites and applications that enable users to create and share content or to participate in social networking. Social media may include, but is not limited to:

• social networking sites (e.g. Facebook, Myspace, LinkedIn, Yammer)

• video and photo-sharing websites (e.g. YouTube, Vimeo, Flickr, Instagram)

blogs, including corporate blogs and personal blogs

• blogs hosted by media outlets (e.g. 'comments' or 'have your say' features)

• micro-blogging (e.g. Twitter)

• wikis and online collaborations (e.g. Wikipedia)

• forums, discussion boards and groups (e.g. Google Groups, Whirlpool)

• vodcasting and podcasting

• online multiplayer gaming platforms (e.g. World of Warcraft, Second Life)

• email and instant messaging (including SMS)

• online petitions.

User is any content consumer or creator other than the account owner, operator, publisher or author.

Principles

The aim of all MACS social media accounts is to:

• create awareness of MACS and its schools

• inform and strengthen the Catholic education community in the Archdiocese of Melbourne

• promote and market both the sector and individual schools to prospective parents and families.

Policy

Professional use of social media

1. Authorised users using social media must:

• only disclose publicly available information, or information intended to be made publicly available at the time of disclosure and ensure that a child or student's right to privacy is not compromised

• publish copyright or trademark material only with permission from the copyright/trademark holder Eg. *SFX Montmorency®*

• ensure that information posted on accounts they oversee is not illegal, libellous, discriminatory, defamatory, abusive or obscene

• maintain compliance with all relevant MACS policies when publishing content

• ensure parental consent has been obtained before posting an image of a minor, except where the minor's identity cannot be determined by a viewer

• ensure that social media is used in a way that promotes safety and wellbeing of children and student and that minimises the opportunity for children, young people and students to be harmed

• only engage in public conversation where relevant and appropriate

• not communicate on behalf of the Board, individual schools or the organisation without authorisation from the Executive Director.

MACS office

2. An authorised user is a person authorised by the Director, Governance and Strategy, and the General Manager, Communications and Business Support, to operate MACS office social media channels.

3. The General Manager, Communications and Business Support, will monitor content posted on MACS office social media channels to ensure adherence to the social media policy and associated documents.

4. Authorised users will moderate user content. Any content that the authorised user believes breaches this policy or associated documents is to be reported to the General Manager, Communications and Business Support. Offending content will be documented before being removed.

Personal use of social media

1. MACS recognises that employees may wish to use social media in their personal lives. This policy does not intend to discourage or unduly limit personal expression or online activities of employees.

2. **MACS employees are personally responsible for the content they publish in a personal capacity on any social media platform.**

3. Where comments or a profile might identify the user as a MACS employee, the employee must:

• only disclose and discuss publicly available information

• expressly state on all postings – where identifying as a MACS employee – the stated views are their own, and not those of MACS or any MACS school

• be polite and respectful to all people with whom they interact

• adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws and MACS policies.

4. MACS employees must not:

• post content or any identifying information about students or other employees or post material that could compromise a child or student's right to privacy in any way

• post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist or sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order or is otherwise unlawful

• **use personal accounts in a manner that is likely to bring MACS or its schools into disrepute**

• use their personal accounts to allude to or disclose information about MACS or its schools, upcoming projects or events, or any other information that is not already in the public domain

• imply they are authorised to speak on behalf of MACS or give the impression that any views they express are those of MACS

• post material that is or might be construed as threatening, harassing, bullying or discriminatory towards another employee/contractor of MACS.

5. MACS employees should be mindful of using social media while performing their role during work hours.

MACS schools

6. MACS employees should avoid following or allowing themselves to be followed on social media channels by parents and students currently attending their school, or recent former students (enrolled at their school within a two-year period).

Procedures

Becoming an authorised user

1. MACS employees must be authorised to comment before engaging in social media as a representative of the organisation. MACS employees must not comment as a representative of MACS unless they are authorised to do so.

2. To become an authorised user, employees must gain approval from the Director, Governance and Strategy, and/or the General Manager, Communications and Business Support.

Content Guidelines

Authorised users should use the attached content flow chart to determine if the content should be posted.

MACS office

Social Media Guidelines have been developed to provide detailed reasoning and instructions on the overall administration of brand and sub-brand social media accounts in order to create and maintain consistent branding, messaging and voice.

Compliance with the policy

Non-compliance with the Social Media Policy by employees will be managed in line with organisational disciplinary procedures and systems.

MACS office

The following MACS employees are responsible for the implementation of and adherence to this policy at the MACS office:
• Executive Director
• Director, Governance and Strategy
• General Manager, Communications and Business Support
• Digital Content Producers
• authorised users

MACS schools

The following MACS employees are responsible for the implementation of and adherence to this policy at a MACS school:
• school principal
• authorised users

MACS-SFX ICT Acceptable Usage Policy/Social Media Policy for Employees

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I _____(name), an employee of St. Francis Xavier School Montmorency understands and will comply with the above stated policy.

I understand that there are consequences for infringing this policy whilst using school resources and facilities.

Signature: _____   Date: _____ 2025

PLEASE RETURN TO THE PHILIP'S OFFICE WHEN COMPLETED