

## Learning Technologies Policy

### Rationale

At St. Elizabeth's Parish School, we believe that Information and Communication Technology is an integral part of everyday life. To cater for the development of children's needs in this technological society, we need to provide various programs, facilities and technological experiences that expose our students to the technology of today and recognise its importance for student learning.

We provide staff with access to the Catholic Education Victorian Network (C.E.V.N), which includes the school's Local Area Network, World Wide Web through 'Education Channel' and the Internet, and Electronic Mail (e-mail)

We provide students with access to the school's Local Area Network, restricted World Wide Web through 'Education Channel' only and Electronic Mail (e-mail)

We will endeavour to make every effort to ensure that all users behave responsibly when experiencing on line access (Educational Channel). Access to the World Wide Web will be for staff only and used for educational purposes.

### Processes

#### Students

The following guidelines are explained in detail in the "Student Guidelines for the Use of Technology and the Internet" and should be discussed with students before they are signed so that students have a clear understanding of their responsibilities. They should also be reviewed as a class each term. The guidelines are summarised below and are divided carefully into four main headings. These are Monitoring, Security, Privacy and Equipment.

**Note:** Students and Parents/guardians must sign the agreement annually before students have any form of access to learning technologies.

A breach or breaches of any of the guidelines may lead to the loss of access to Information and Communication Technology resources. This loss of privileges may range from a ban of one week to a total loss of access for serious breaches or continual offenders.

#### Monitoring

- The Principal and SINA Administrator reserve the right to review any material on user accounts or files in order to ensure that usage of the network is appropriate.
- Staff and Students are to be made aware that Mail is not guaranteed to be private. Services often monitor email to ensure it is appropriate.
- Students must inform the teacher of any site that worries them or which they believe a teacher would not approve. Accessing and/or browsing of unsuitable sites will result in immediate loss of privileges.

#### Process for setting up email account for individual students

- The Principal is to arrange for the Information and Communication Technology Acceptable Usage Agreement for Students is to be distributed to each student two weeks before the end of each school year.
- The Agreement which has been signed by the parent/guardian, and the student is to be returned to the school office.

- The original signed agreement is placed on the student's file maintained in the Administration office.
- A copy of the original signed agreement is to be forwarded to the SINA Administrator, who will then set up the email account for the individual student.
- The copy of the signed agreement is then passed on to the student's classroom teacher, who will place it in his/her file.

### **Security**

- If a student identifies a security problem on the Educational Channel or World Wide Web he/she must notify a teacher immediately. The problem is not to be demonstrated to other users.
- System files and configurations including files and other technical data must not be altered.
- Students will not move, alter or delete any files without permission when using the Network, Education Channel and Email.
- Emails are not to be opened if source is unknown.

### **Privacy**

- Students at St. Elizabeth's Parish School will respect rights relating to privacy, this includes consideration of confidentiality of other network users.
- As passwords are confidential, they are not to be disclosed to, or swapped with, other students.
- Students are not to attempt to guess passwords or to gain unauthorised access to another person's files or electronic mail (email)
- Students are not permitted to provide personal information such as their own and others' home address, telephone numbers or details through the Education Channel (Edu-cache)
- Any attempt by someone to seek student's personal details must be reported to the teacher immediately.
- Students are not to write inappropriate things about themselves or others through email.
- Parents will be notified and permission sought if a child's image or work is to be used in a public display.

### **Equipment**

- Students are not to bring any form of software from home to use on the school's Network.
- Computers are to be used only under the direct supervision of the teacher in charge.
- Students are to inform the teacher of any technical problems that they encounter with any computer or printer.
- When accessing information for research purposes children must obtain the consent of the teacher before printing any material.

### **Staff**

#### **Monitoring**

- Supervision of the student's use of Learning Technology is part of the duty of care that every staff member extends to every student.
- Staff will ensure the Information and Communication Technology usage agreement has been signed by parents, is reviewed annually with students, and students will not use the computers or technological equipment without this agreement.
- Staff will display a copy of the user agreement in the classroom and learning technologies area.

### Security / Privacy

- Staff members will be made aware that Email is not guaranteed to be private. It is monitored to ensure it is appropriate.
- The staff's use of Learning and Communication Technologies is monitored through SINA tools.
- Intellectual Property and Copyright laws must be considered before any work, logos or trademarks are published on the World Wide Web.
- When using Email, staff members are to be aware of Federal and State laws regarding libel, defamation, injurious, falsehood and innuendo, as well as discrimination, vilification and harassment. There are also laws concerning obscenity, pornography, and other sexually explicit or violent material.
- Images and personal details of staff may only be published on the Internet with their written permission.
- Emails should not be opened if source is unknown.

### Equipment

- Staff may use the Internet at school for limited personal use as long as it doesn't interfere with the person's employment obligations.
- Staff members are not to download any software onto the computers. Only the SINA/Network Administrator is able to do that.
- The Union Representative is allowed to carry out union responsibilities using the school's Learning and Communications Technologies.
- Staff members are to inform the Administrator of any technical problems that they encounter with any aspect regarding Learning and Communications Technologies.
- The printer is not to be used as a photocopier e.g. to produce class sets of copies.

If any guidelines are unclear to staff it is their responsibility to contact the relevant authority to seek clarification. A failure of staff to comply with the guidelines will be followed by one or more of the following:

- A request will be made to explain the circumstances surrounding the breach;
- If the breach occurs without good reason, an official warning will be issued and a personal file annotation will be made;
- A requirement to attend appropriate counselling sessions will be issued;
- A requirement for specific approval for all email and Internet access will be issued.

**Note: Serious or repeated breaches of the policy may lead to termination of employment.**