

St Joseph's BlendED

Appropriate Technology Use Policy

About this Policy

1. St Joseph's ("we", "us", "our", "School" or "St Joseph's") supports the right of all members of the School to access safe and inclusive learning environments when they use our computers, laptops, tablets, other devices and your use of the internet, online learning platforms, applications, communications networks, or any other computer hardware and software ("**Technology**"). This Policy outlines appropriate and inappropriate uses of our Technology, and how we may respond to violations of this Policy.

Who does this Policy apply to?

2. This Policy applies to all students and staff who use our Technology.
3. School staff includes teachers, administration and education support staff, temporary or casual staff, pre-service teachers, volunteers, contractors, external education providers, and clergy.
4. This Policy applies regardless of:
 - where our Technology is used; and
 - whether our Technology is used during or outside of School hours.

Appropriate Use

5. Staff and students must use Technology in a safe, responsible, and ethical way including by:
 - using Technology only for educational purposes or for permitted extra-curricular activities;
 - respecting others and communicating with them in a supportive manner;
 - protecting their own privacy by not giving out personal details, including full name, telephone number, address, passwords and images online or using the Technology;
 - protecting the privacy of others by never posting or forwarding personal details or images of others without consent of the other person;
 - telling the School if they personally feel uncomfortable or unsafe, or if they see others participating in unsafe, inappropriate or hurtful online behaviour;
 - protecting the privacy and security of the School community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or on social media;

- only using social media sites using the Technology if permission is given by the School to access those sites;
- handling Technology with care and notifying the School of any damage or attention required; and
- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.

Inappropriate Use

6. When using Technology, staff and students must not:

- participate in online bullying (e.g., engaging in inappropriate or harmful behaviours online, or supporting others in inappropriate or harmful behaviours towards others);
- post or forward information, images or videos that claim to represent the School without prior permission from the Principal;
- take, share or publish online photos, movies or recordings of a student or staff members without the School's written consent;
- pretend to be another person when communicating online;
- make, post, download or access any material that has obscene language or offensive or illegal content (e.g., racist, violent, or sexually explicit videos or images);
- download any software program that has not been approved by the School;
- upload any virus or other malware onto the Technology;
- modify the hardware of our Technology;
- interfere with network systems and security, or the data of another user;
- attempt to log into the network, an online service or any software with a username or password of another person;
- use the School's Technology for personal use not related to School or any purpose other than education; and
- engage in any behaviour using our Technology that causes harm, or is likely to cause harm to the School, staff and/or students.

Enforcement

7. We may investigate any violation of this Policy.

8. If you violate this Policy, we may take any or all these steps:

- remove or disable access to any content or resources that violate this Policy;
 - withdraw or limit your access to our Technology for a period of time as we deem appropriate to ensure compliance with our policies;
 - provide you with guidance to avoid future violations of this Policy;
 - report any activity that we suspect violates the law to the police or other authorities; and
 - cooperate with the police or other authorities to investigate and prosecute illegal conduct.
9. We also provide a filtered internet service to block inappropriate content. Attempts to bypass these controls are prohibited. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.

Reporting violations of this Policy

10. If you become aware of a violation of this Policy by any person, please notify the School immediately and provide as much information as possible, such as the name of the person who violated the policy, the date and time of the violation, and a description of what happened.
11. Students should report violations of this Policy to their teacher or another School staff member.
12. Staff must report violations of this Policy to an appropriate School authority, and to the police if the matter is also suspected to be a violation of the law.

Parent responsibilities

13. Parents and caregivers are responsible for supervising their child's use of our Technology at home.
14. Parents and caregivers should understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [eSafetyParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)