**All Students at Sacred Heart are expected to be
Safe, Smart and Responsible Users of Technology.**

Sacred Heart Catholic Parish Primary School has a commitment to the care, safety and wellbeing of children at all times; during the school day and outside of school hours.

SACRED HEART

1:1 Programme

Outline
&
Expectations

YEAR 5 and 6
STUDENTS

Updated: February 2021

Table of Contents

Updated: February 2021

1. Appropriate Use of Resources

Information Communication Technology (ICT) is a wonderful tool for learning. The use of ICT however, is a privilege, not a right and inappropriate use could result in the loss of this privilege. The Agreement applies to all devices that access the Internet and/or store information electronically.

2. Damage

Vandalism or damage to ICT, either deliberate or through neglect will result in cancellation of all privileges and the possibility of replacing damaged items. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Primary School ICT hardware and software and computing rooms. This includes the transmission of computer viruses, theft of hardware and software.

3. Accessing Inappropriate Material

Students will not use the ICT to access material that is inappropriate, profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people. If a student mistakenly accesses inappropriate material, she/he should immediately inform the supervising teacher. This will protect the student against a claim that such access was intentional.

4. Chat Rooms/ Newsgroups/ Messaging

Students are not permitted to use instant messaging or social networking sites during the school day.

5. Good Cyber-Citizenship

Students are expected to abide by the generally accepted rules of network etiquette when using emails or other messaging systems.
These include:
- Do not send abusive messages to others.Be polite. Use appropriate language. Do not swear, or use any inappropriate language.
- Do not reveal your personal address or phone number, or the address or phone number of Sacred Heart Primary School or members of the Primary School community.
- Do not use the network in such a way to cause disruption or harm to other users.
- Do not use Sacred Heart Primary School resources to spam or mass mail others.
- Do not do anything that damages the reputation of the school or those within the school community.
- Do not use the internet to harass or bully others.
- Do not use the internet to impersonate another person.
- Do not use or access inappropriate digital images, audio and video.

Updated: February 2021

6. Occupational Health and Safety

- When using the MacBook, place it on a table.
- Never place the MacBook on your lap, as the transmission from the MacBook may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys. Take a break every 30 minutes of use.

7. Storage of Work

Students are responsible for the careful storage and backing up of their own work. Sacred Heart Primary School accepts no responsibility for files lost or altered due to problems with our infrastructure or hardware. Hard drives (MacBook) or cloud storage (Google Drive) may be treated like school lockers in that staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on their MacBook are private.

8. No Expectation of Privacy

Sacred Heart School retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students.

Students have no expectation of privacy in their use of school computers, including email and stored files.

9. Cyber Bullying and Defamation

The Police Force defines cyberbullying as 'the use of email, instant messaging, chat rooms, pagers, cell phones or other forms of information technology to deliberately harass, threaten, or intimidate someone.'

Australian defamation law dictates that a person is guilty of defamation when: 'a person who 'publishes' an assertion of fact or a comment that:' Injures - or, importantly, is 'likely' to injure -the personal, professional, trade or business reputation of an individual or a company: exposes them to ridicule; or causes people to avoid them.

SACRED HEART recognises that the majority of cyberbullying cases occur outside of its controlled network. However to ensure that students and parents are aware of cyberbullying and the correct actions to take, this policy includes protection for its own name, crest, students and teacher.

If a case of cyberbullying affects a student outside of the school's boundaries the following course of action should be taken:

- The student immediately informs his/her parents/carers;
- The student immediately informs the school;
- The abuse is reported to the website owner or webmaster;
- If the concern is considered very serious then the police should be informed immediately.

A case of cyberbullying/defamation against SACRED HEART staff member or the Primary School occurs if:

- A video or image of a SACRED HEART Primary School staff member is placed on a public website without the permission of the staff member
- Information about a staff member including their name is placed on a public website without the permission of the staff member
- The **SACRED HEART** name or crest is published on a public website without the written permission of the Principal.

Sacred Heart Primary School will not tolerate students using ICT to bully or harass others. Students found engaging in such activities will be dealt with in the strongest possible terms.

10. Downloading Etiquette
Students will not download large files unless it is absolutely necessary. Check with the teacher before proceeding.

11. Copyright
Students must not copy data found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. In completing assignments, references to such sources should be provided in the bibliography.
Students will respect the rights of copyright holders. In some cases infringing copyright is illegal. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Copyright includes but is not limited to:

- Copying software owned by the Primary School or by using Primary School resources;
- Downloading software without direct approval of a staff member;
- Copying images, clip art or art works;
- Using Sacred Heart School ICT resources to obtain program cracks;
- Installing unauthorised software on Sacred Heart Primary School computers;
- Downloading or copying music / video from the Internet or CD.

12. Protection of Identity
Students should make every effort to protect their identity through email and the internet. That information includes name, age, address, phone number, school name.
Identity theft is a growing problem and it is better to safeguard your information.
Note: Student IDs should be represented with an avatar.

13. Personal Devices
- Personal devices are not to be brought to school unless, written permission has been given, by a member of SACRED HEART staff. Any personal devices brought to school are not the responsibility of SACRED HEART.

- Videos/images of SACRED HEART name/crest/staff and students are not to be stored on personal electronic devices.
- Phones need to be handed in to the office in the morning and may be collected at the end of the day.

14. Passwords

Students have been given a password and it is your responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately. At no stage whatsoever are you to use another individual's login and password.

15. Email

The use of email during class is prohibited unless authorised by your class teacher. Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email. Students are prohibited from accessing anyone else's email account. E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written. Only approved mail programs may be used for student mail. School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of the I.C.T. Coordinator. Only school-related attachments may be sent on the school email system.

16. Audio and Video

Audio on computers should be turned off unless required for the activity being conducted. Listening to music either aloud or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission. When sound is needed, headphones provided by the student must be used. The use of MacBooks to watch movies and DVD videos, unless assigned by a teacher is not permitted during the school day. Any audio or video recording may be done only with the prior permission of all parties being recorded. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences. This includes music on any external storage devices.

17. Games

The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the MacBook program. No games that are "played" over the school network are allowed. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or "played" on school computers, including the MacBooks. Screensavers that include gaming components are not allowed.

Updated: February 2021

18.MacBooks

Sacred Heart Primary School provided MacBooks must be in a student's possession or secured in a locked classroom in the MacBook Recharge cupboard at all times. They must not be lent to other students or family members. MacBooks must be carried and transported appropriately on school grounds at all times. No food or drinks should be in the vicinity of the MacBooks. MacBooks should be handled with respect and care. MacBooks are not to be written on, to have stickers applied to them, or to be defaced in any way. Do not remove, move or write on the identification sticker on your MacBook.

19.Network Access

Students must not make any attempt to access network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Students may not use the school network for personal or private business reasons. Students are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws. Sacred Heart Primary School is not responsible for damaged or lost data transferred through our network or stored on MacBooks, computers, or our file servers.

20.File Sharing

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing. File sharing is for educational purposes only using appropriate language as described in this contract.

21.Downloading and Loading of Software

All installed software must be a legally licensed copy. The downloading of music files, video tiles, games. etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the MacBook program. Copyrighted movies may not be "ripped" from DVDs and placed on the MacBooks nor may copyrighted movies be downloaded to the MacBooks from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the MacBooks.

22. Screensavers and Desktop

School rules and the Sacred Heart emblem are to be used only as the screensaver.

23.Internet Use

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a

sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.

Students must not access, display, or store this type of material. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized, This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or ICT Coordinator as quickly as possible so that such sites can be blocked from further access, This is not merely a request; it is a responsibility.

24.Consequences

The school reserves the right to enforce appropriate consequences for the violation of any section of the ICT Outline and Expectations Policy. Such consequences could include the loss of privileges on a Macbook, the loss of the use of the computer for an amount of time determined by Sacred Heart's Leadership Team, possible disciplinary action, and possible legal action.

These consequences apply to students participating in the MacBook program at SACRED HEART Primary School.

In the case of repeated MacBook abuse and/or damages, the school has the right to revoke the use of the school's MacBook.

Students are to report any known violations of this ICT Outline and Expectations Policy to appropriate teachers or leaders. Random checks of student MacBooks will be conducted throughout the year to ensure that these policies are being followed.

Sacred Heart Primary School takes no responsibility for activities conducted on school computers and MacBooks or materials stored on computers, MacBook, or the school's network.

25.Specific to MacBook

- I will adhere to the terms of the ICT Outline and Expectations Policy.
- I will not scratch, write on or stick anything on the MacBook.
- I will keep the MacBook in its protective case.
- I will follow the guidelines each time the Internet is used while at school or at home.
- I will make the MacBook available for inspection by an adult upon request.
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will use my legal name in all educational activities.
- I will not give out personal information.
- I will not change or attempt to change the configuration of the software.
- I will report all problems and damage immediately to a teacher
- I will not download any programs from the Internet or other sources.
- I will not attempt to remove any program or files on the MacBook except for personal documents.

Updated: February 2021

- I will not attempt to repair, alter or make additions to the MacBook.
- I will be a good online citizen (no harassing or bullying).
- I will not allow any person other than myself to use the MacBook, which has been loaned to me.
- I will not bring external USB/flash drives from home.
- I will not download videos/songs/games from home.

Should I leave the Primary School for any reason, I will return the MacBook to the Primary School in good working order.

Updated: February 2021

26.PARENT/STUDENT AGREEMENT

SACRED HEART Primary School makes no warranties of any kind, whether expressed or implied for the service it is providing.

The Primary School does not have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The Internet user is responsible for NOT pursuing material that could be considered offensive.
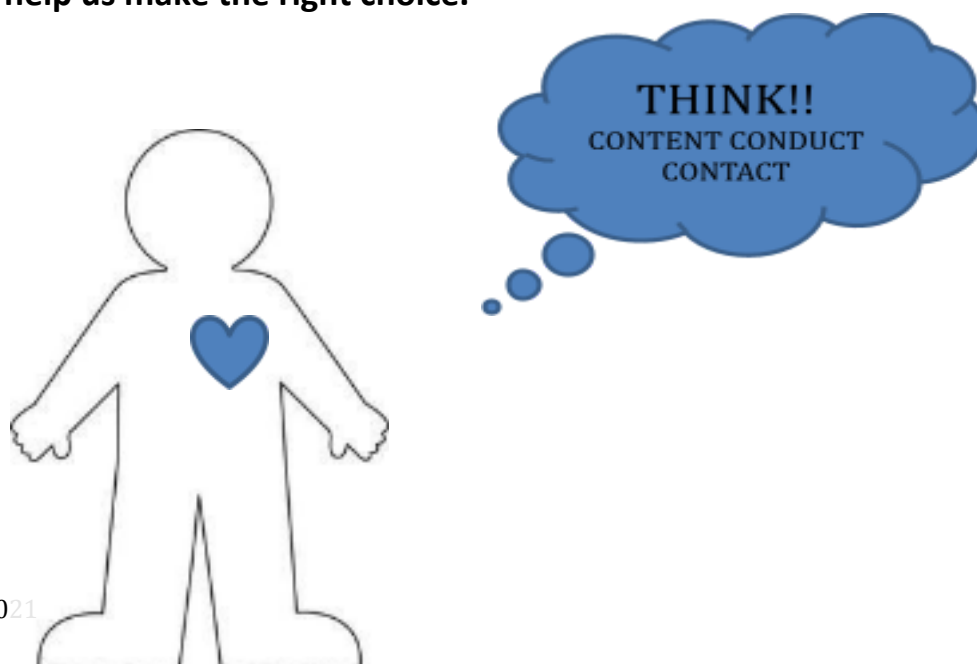
The Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its service and assumes no responsibility for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, service interruptions or alterations, even if these disruptions arise from circumstances under the control of the Primary School.

It is also understood that Sacred Heart Primary School checks student activity, on a random basis, both on the Internet through 'monitoring systems' and whilst students are on the computer. As an added safety feature, any emails that are sent which contain profane language are blocked and are sent to the Primary School Administration email address and are dealt with according to the terms of this policy. These monitoring devices have been put in place to ensure your son/daughter's safety whilst using the ICT facilities available at **Sacred Heart.**

Before using the Sacred Heart Primary School Internet and Computer network facility, both the student and a parent/carer must sign below indicating that you and your child are aware of and agree to abide by the above requirements.

You also understand that from time to time the Primary School can make amendments to the policy. Any amendments will be communicated through the Primary School Newsletter.

When we are Safe, Smart and Responsible technology users, we use our Heart and Head to help us make the right choice.

PLEASE SIGN AND RETURN TO SACRED HEART

27.Agreement:

I have read and understand the **SACRED HEART** ICT Outlines and Expectations Policy. I agree to act within the parameters of this agreement at all times. I understand that this specifies that the MacBook loaned to me is a privilege not a right.

Student Name: _____

Student Signature: _____

Date: _____

I have read the SACRED HEART ICT Outlines and Expectations Policy and will work with my Son/Daughter to ensure it is upheld. I understand that this specifies that the MacBook loaned to my child is a privilege not a right.

Parent Name: _____

Parent Signature: _____

Date: _____

Updated: February 2021