

“LET PEACE BE FOUND HERE”

St John's Primary School

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DIGITAL MEDIA POLICY

RATIONALE

At St. John's School we provide guidelines to parents, staff and students on the use of electronic media – email, internet, intranet, facsimile, phone (voice mail and instant messaging), mobile devices, social media sites, online discussion groups and 'chat' facilities, copying and printing, to ensure such devices are used appropriately.

POLICY STATEMENT

At St. John's School, digital and online resources, such as e-mail, internet, intranet, facsimile, phone (voice mail), mobile devices, communication apps, information management platforms and photocopiers/printers, are the school's property even where access is gained from a personal or home computer. As new tools and resources become available, their use is also covered by this policy.

The provision of ICT systems by St John's School is to improve and enhance learning and teaching communication and conduct of the business functions of the school. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in a purposeful, responsible and ethical manner that is consistent with Catholic values.

The school will ensure that a cyber-safety program is in place to educate students and the school community. This policy and associated procedures are consistent with our eSmart initiative.

Our school allows access to and the use of electronic communication for legitimate work and education related purposes by the school community. This policy contains the school's requirements in regard to the use of these systems.

PRINCIPLES

Access to the School's Digital Media Technology

Access to the St. John's electronic media resources are a privilege not a right.

Appropriate use of the e-mail, internet and cloud computing

E-mail, internet and cloud computing used for work/education related communications must not be used inappropriately.

Appropriate use of the Internet/Intranet System

The School's Internet/Intranet access facilities will be used for authorised work related purposes.

Appropriate use of other electronic media

The School's facsimile, photocopying/printing, phone, voice mail, mobile devices access facilities will be used for authorised work related purposes.

Personal Use of St John's School Digital Technology

Limited and occasional personal use of the school's electronic media system is acceptable.

Monitoring Electronic Media Use

All use of digital technology will be monitored.

Responsibilities

All digital technology users are personally responsible for complying with this policy.

GUIDELINES

- No one is permitted to access St. John's electronic media systems without reading, understanding and complying with this policy.
- Authorised users are required to observe the St John's policy and comply with Commonwealth and/or State laws which may apply in accessing, distributing, creating, communicating and/or receiving material via electronic media.
- Users must not communicate information concerning any password, identifying code, personal identification or other confidential information without teacher/principal authorization.
- If St John's School considers that a user has in any way failed to comply with the policy, it may immediately remove access to any part of the electronic media; audit and view all material viewed, sent to and from electronic media; take disciplinary measures as appropriate.
- Internet/intranet facilities must not be used to access, view, download, print, disseminate or post any material that may be considered inappropriate or offensive. Any use of electronic media which may cause embarrassment or loss of reputation to St John's School is strictly prohibited. It must not be used to access or transmit verbally or visually offensive material.
- Any form of gambling using electronic media is strictly prohibited.

E-mails

- If a computer user receives an inappropriate message or attachment to an e-mail, he or she must report the matter to the principal/teacher. Do not delete the e-mail until the matter has been investigated.
- Computer users must ensure that all external correspondence by e-mail contains the St John's School Disclaimer.
- Check that any files downloaded are virus free before they get into the network. If users are unable to update anti-virus software they need to contact the IT technician at St John's School and/or IT staff at the Catholic Education Office.
- All digital content stored on the St John's School computer system is considered the school's property and may be viewed by appropriate staff.
- All users should be aware that content of both work related and personal digital media communications may be monitored by St John's School to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities.
- All users must be aware of Copyright laws. Uploading, downloading or storage of commercial software, games, music and/or videos or other intellectual property in violation of its copyright is strictly prohibited.
- Digital communication is not a secure means of communication. While every attempt is made to ensure the security of the school's ICT systems, users must be aware that this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

- Digital media must not be used for the purposes of harassment and bullying. It must not be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender, or any other attribute described under any State or Federal anti-discrimination legislation. This includes;
 - Age Discrimination Act 2004
 - Australian Human Rights Commission Act 1986
 - Disability Discrimination Act 1992
 - Racial Discrimination Act 1975
 - Sex Discrimination Act 1984
 - Equal Opportunity Act 2010 (Victoria)
 - Crimes Amendment (Bullying) Act 2011
- Use of St John's School digital media must not interfere with the user's work/study obligations.
- Details of individual's usage may be requested by and passed on to the appropriate authority.
- Violation of this policy may result in disciplinary action, including termination of employment/ suspension and/or legal action by St John's School authorities.

REFERENCE MATERIALS

St John's School Vision and Mission Statements
DEECD Learning Online resources
CECV Guidelines for email and Internet use by staff in Catholic schools
ICON Cybersafety information on CEVN
eSmart Domains and Attributes

Reviewed: 2017
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