

Vision

McAuley Community School is a welcoming Catholic community where we embody the Mercy values. Here we learn and grow holistically, in a safe and nurturing environment so that we can thrive and imagine new possibilities.

A Catholic school in the Mercy tradition.

Mercy Keys

Respect, Compassion, Gratitude, Courage, Creativity

Underlying Assumptions, Philosophy and Rationale:

At McAuley Community School we believe:

- The term 'Information and Communication Technology' (ICT) includes any equipment which allows users to communicate and manipulate information electronically
- Information and Communication Technologies (ICTs) are integral to the Australian Curriculum and the effective use of these technologies is a vital life skill
- Learners need to be equipped and enabled to use ICTs in an effective, creative, responsible and discriminating way
- ICTs enable learners to access a rich and varied range of information and experiences from all over the globe
- ICT skills promote initiative, creativity and independent learning
- Whilst the school is able to ensure a level of safety through Catholic Education South Australia, using filters, site blocks and monitoring systems, there may be a possibility that learners may access inappropriate material via the Internet, or use email to communicate in an inappropriate manner. At McAuley Community School we believe that the most effective policy for safe network use is a combination of these filters and blocks, and comprehensive education about how to use networks and online facilities in a responsible and safe manner

Purpose

Through the application of this policy, at McAuley Community School we aim to:

- Ensure that all learners are given opportunity to develop ICT skills to enrich and deepen their learning experiences
- Ensure that all learners and staff are given the opportunity to use ICTs with purpose and enjoyment
- Provide staff with support and training to enable them to develop their ICT capability
- Celebrate the successful use of ICTs
- Encourage learners to become autonomous users of ICTs
- Respond to new developments in technology as required
- Ensure that all users respect and acknowledge the work of others when using ICTs

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- Encourage all users to learn how to use and respect the computer network and online facilities e.g. internet, email, software and online resources
 - Establish procedures and responsibilities that support effective and safe practices

Acceptable Uses:

The following uses of the computer network and online facilities are considered acceptable by McAuley Community School:

- Using the network and online facilities in connection with the curriculum
- Researching information for school projects and assignments
- Sending and receiving emails for school related purposes
- Accessing web based educational videos as directed by an educator
- Accessing web-based audio files as directed by an educator
- Using authorised school communication applications

Acceptable Behaviour:

Learners at McAuley Community School will use acceptable behaviour when using the computer network and online facilities. These include:

- Being polite and courteous
- Using appropriate language, which is acceptable in our school
- Complying with standards of public decency, common sense and etiquette
- Respecting the rights of other computer users
- Observing that copyright exists in other people's work on the computer network and the Internet

To ensure the safety of learners:

- Learners will be adequately supervised when on the Internet
- Educator's permission is needed when a student is publishing web pages and sending emails
- Personal information such as surname, address, email address and phone number or that of parents/carers should not be given out or used to login to a site
- Learner photographs will not be published without the consent of the educator and the parent/carer
- Learners need to report to their educator immediately if any email or website makes them feel uncomfortable or threatened. If learners find themselves in unsuitable locations, they need to immediately click on home or back button and inform the educator

Consequences for misuse of the computer network and online facilities:

If users at McAuley Community School use the computer network and online facilities in an inappropriate manner, the following consequences will apply:

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- Discussions with the user and either the Pastoral Care educator, Learning Neighbourhood educator, the Network Administrator or if appropriate, a member of Leadership and the parent/carer
 - Following these discussions, appropriate consequences will be applied, such as temporary restrictions to access of the ICT network and online facilities

School Owned Devices

A cyber safety education session will be provided by Trusted eSafety Providers specifically to enable parents/guardians to access the latest cyber safety information around the opportunities and risks of the online world, and strategies to implement cyber safe practices in the home.

Learners in Reception and Year 1 have access to a one-on-one device. This is an iPad and is kept at school.

Year 2 Learners have access to an iPad with a cover and a keyboard and there is a device designated specifically to each learner. This is kept at school.

Year 3 Learners have access to an iPad with a cover and a keyboard and there is a device designated specifically to each learner. These devices may be taken home at the discretion of the Educator.

Learners in Year 4 - 6 are loaned a Surface Go, bag and charger for the duration of their enrolment at McAuley Community School.

For Years 3 – 6 learners, once the educators in the Learning Neighbourhood believe the learners are ready to take the device home AND their parent/guardian has attended the cyber safety presentation, and the 'Learner Agreement' has been signed and returned, the learner may take the device home for learning. Devices will be charged at home.

All devices loaned to learners are owned by McAuley Community School. They remain, always, the legal property of the school and as such may be recalled without notice and the drive contents inspected.

Advantages to School owned devices:

- Device protection, including virus, spam and web filtering, and software management is handled by the school.
- Devices are covered by Accidental Damage Protection Insurance.

Upon completion of schooling at McAuley Community School, the learner will return all components to the school on their last day.

Accidental Damage Protection / Insurance

Surface Go's:

- McAuley Community School has purchased "Surface Student Warranty" which covers the devices over three years with 2 claims on accidental damage (outlined below)
- Should the device exceed over two claims, the third claim in terms of accidental damage will incur an "Out of Warranty" charge which for the Surface Go device is \$460

"Accidental Damage": accidental damage from handling, such as damage resulting from dropping the covered Product, liquid spillage, or in association with screen breakage.

iPads for Reception – Year 3:

- iPads are covered by the School's Insurance Policy which has an excess of \$500. iPads damaged due to misconduct will result in a 50% parental contribution towards the cost of the repair or excess

Repairs must be made by either a McAuley Community School Network Technician or the manufacturer of the device and must not be done by a student, parent or third party.

Disclaimer:

- Users need to be aware that the school's network is not a private network
- The principal may authorise personnel to monitor web access logs or email accounts when unacceptable use of the computer network and online facilities is suspected. These logs automatically record websites that users visit, but the logs are not routinely monitored
- The school does not accept any liability that may result from any learner's/user's unacceptable use of the computer network and online facilities

Guidelines

In support of this policy –

The principal will:

- Make a copy of this Policy, which will be available to the school community via the school's website
- Review the policy every three years
- Comply with the legal requirements of Copyright with reference to internet resources and software licensing
- Provide support and training for staff in the use of ICTs

The Network Administrator will:

- Provide support for network users where required for hardware and software across the network
- Ensure optimum access for learners and staff
- Ensure licensing and leasing is current and valid
- Manage and monitor user accounts, internet usage and printing quotas
- Review filtering tools, blocking access to inappropriate sites where required
- Monitor and maintain the network anti-virus software
- Routinely scan for inappropriate files stored on the network e.g. unauthorised or unlicensed games or music
- Inform Leadership of any breaches of this policy
- Participate in regular training and development to update their ICT skills

The staff will: (as appropriate)

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- Abide by this policy when using the school's computer network and online facilities e.g. internet, email, software and online resources
 - Inform learners of their responsibilities under this policy
 - Integrate ICTs throughout the curriculum
 - Provide guidance and instruction to the learner to enable appropriate use of the computer network and online facilities
 - Provide learners with opportunities to use and increase their ICT skills through using the school computer network and online facilities e.g. internet, email, software and online resources
 - Supervise learner's use of computers and access to the Internet
 - Report inappropriate use of the ICT network to Leadership and Network Administrator
 - Participate in regular training and development to update their ICT skills
 - Report any breakages of ICT equipment to Leadership and Network Administrator

Learners will:

- Be informed of and supported to understand this policy including the Learner Agreements and Cyber Safety Policy
- Read and sign the Learner Agreement R-2 or Years 3 – 6, as appropriate
- Be aware of our Cyber Safety Policy
- Use ICTs at McAuley Community School in accordance with this policy
- Year 3 – 6 learners will attend a Cybersafe Families session

Parents/Carers will:

- Read this policy including the Learner Agreements and Cyber Safety Policy
- Read and sign the Parent/Carer Agreement
- Discuss this policy including the Learner Agreements and Cyber Safety Policy with their child
- Discuss the safe use of the Internet with your child
- Monitor their child's use of the Internet at home
- Years 3 – 6 parents must attend a cyber safety session offered by the school

All other users will:

- Use ICTs at McAuley Community School in accordance with this policy under the direction of Leadership and the Network Administrator