INTERNET

The use of technologies at Our Lady of the Assumption School is to enhance the learning process in a supportive school environment. The school encourages students to become familiar with the use of various technologies including the Internet, to develop Information and Communication Technology skills.

It is important for students to develop the skills necessary to become responsible, reliable and respectful users of technologies. It is expected that students will regard the use of technologies as a privilege, not a right and thus adhere to the conditions in this policy to ensure safe and responsible use of all technologies, in particular the Internet.

The primary purpose of the **Internet at OLA is educational.** Whilst OLA endeavours to circumvent any inappropriate material, through caching, pre-selection of sites, screening programs and staff supervision, it is impossible to control all material on a global network and OLA assumes no responsibility should a user discover and access inappropriate information. Misuse of the Internet or deliberate contravention of this policy will result in the suspension or cancellation of privileges.

 It is vital that everyone using the Internet fully understands and agrees to the conditions specified in this policy and in **Appendix A** regarding social media.

Conditions
1. Students will access the Internet with the supervision of a teacher and will be supervised in the same manner as any other learning activity.
2. OLA reserves the right to examine all the data downloaded from the Internet to ensure all users are in compliance with our policy. This includes the use of USB sticks to store data. Data stored on USB sticks will be strictly for **school related tasks**. Other data stored or uploaded to a USB stick will be regarded as a breach of this condition and will result in the confiscation of the USB stick and suspension of privileges.
3. Students will be given individual usernames to log on to the Internet. Students will also be required to set a password to access the internet. Periodically, students will be asked to change passwords to ensure the security of their accounts.
4. Students and parents should understand fully that it is unacceptable to gain, or to attempt to gain another user's ID, password or personal information. A breach of this condition will result in immediate suspension of privileges.
5. OLA requires that all users assume full liability, legal or otherwise for their actions while on line. This includes email and blogging. Users understand that email is not private so messages that may be embarrassing, confidential, harassing, inflammatory or annoying must

be avoided. Chain letters, "spamming" and online bullying is regarded as inappropriate usage and will result in suspension of privileges

6. Sending personal information (e.g. full name, address, phone numbers, etc) via email, blogging or internet, is strictly forbidden.

7. OLA will not be liable for the inappropriate actions of users. The malicious attempt to harm, destroy the data of another user (vandalism) including the creation of or the uploading of viruses, shall result in the cancellation of privileges.

8. OLA will not be liable for the inappropriate actions of users who deliberately cause damage to computers, laptops, digital cameras, scanners, and interactive whiteboards. Wilful damage or deliberate tampering with network servers and data shall result in the cancellation of privileges.

9. OLA views information gathered from the Internet in the same manner as many other reference materials. Users are encouraged to access information that will enhance the learning programs and policies at OLA. At all times users are bound by the laws of copyright and plagiarism.

10. OLA does not accept responsibility if the ICT skills acquired at school are used for misconduct or to access inappropriate material outside the school setting.

All OLA students and parents who agree to abide by the conditions of this Internet Policy are required to sign and date the Internet User Agreement (Appendix B).

APPENDIX A

Our Lady of the Assumption Cheltenham

Social Media Policy

Rationale

The purpose of this policy is to encourage acceptable and beneficial use of social media by staff employed at *Our Lady of the Assumption Cheltenham*. It is recognised that most employees may use or interact with social media at work and in a personal context.

There is great potential for the use of social media in school communities in terms of educational outcomes and as a means of communication.

However, employees also need to understand the expectations of the School when using social media in a professional and personal capacity as there are also workplace risks that must be appropriately managed.

Social Media Risks

The following are some of the major risks associated with the use of social media:

- reputational damage to organisations and people;

- disclosure of confidential information;

- posting of offensive, bullying, harassing, and discriminatory material;

- misuse of intellectual property; and

- for teachers, breaching the *Victorian Teaching Profession Code of Conduct* issued by the Victorian Institute of Teaching.

What is Social Media?

Social media is any form of online or web-based publication, forum or presence that allows interactive communication, including, but not limited to, Facebook, LinkedIn, Instagram, blogs, forums, discussion boards, chat rooms, Wikis, Twitter and YouTube.

Guiding Principles

Employees must recognise:

- online behaviour should at all times demonstrate respect for the dignity of each person;

- the need to behave in an ethical manner when using social media (even for personal communication) as those communications can reflect on their role at the School and must be consistent with the Catholic beliefs and ethos of the School and professional expectations and standards;

- their ability to serve as a positive role model for students and as a representative of the School is a critical aspect of their employment; and

- social media activities may be visible to current, past or prospective staff, students and parents.

Work-related use of Social Media

Student Learning

The use of online learning communities by employees for educational purposes must:

- be in accordance with other relevant School policies and procedures relating to online learning;

- take into consideration the age and developmental level of students;

- incorporate clear instructions to students about their responsibility for appropriate interaction and content online;

- have the consent of parents/guardians;

- respect students' rights to privacy in academic work, records and results when posting online; and

- not be linked to students' or employees' own personal social media forums.

Generally

When using social media for work related purposes, employees must:

- first obtain the consent of the Principal (which can be for a specific instance or for a general purpose or role) before:

    o posting any material that may be perceived as being made "on behalf" of the School (eg. any commentary, School information, photographs of the School, students, staff or other identifying images); and

    o using the School's logo, trademarks, official photographs or any other intellectual property of proprietary materials;

- comply with copyright and privacy laws and obligations; and

- not post inappropriate material or commentary that breaches other policies outlining expected behaviours of employees at the School.

Personal use of Social Media

Generally

It is recognised that employees may use social media in their personal life. However, it is also recognised that such use may impact on the employment relationship.

Accordingly, employees' personal use of social media must:

- not bring themselves or the School into disrepute or interfere with, or impede, an employee's duties or responsibilities to the School or students;

- comply with other policies of the School and professional standards that outline expected behaviours of employees when posting personal comments that relate to, or can be identified as relating to, School issues (eg. discussing or referencing employees, students, policies or anything related to, or reflecting upon the School);

- take steps to ensure that friends, family or other acquaintances are aware of the need to use discretion when they post images or information about the employee on their own social media forums; and

- not involve connections with the following persons on social media forums (for example, being "friends" on Facebook):

    o recent former students (ie. enrolled at the School within a two year period before connecting); or

    o parents of current students;

    unless special circumstances exist and prior approval from the Principal has been obtained.

<u>Students</u>

Employees must NOT connect with students or interact with, or post images of, students on their own private social media forums (for example, employees must not be "friends" with students on Facebook).

Security, Privacy and Access
Employees must:

- ensure the privacy settings of their social media profiles are appropriately set to avoid putting their privacy at risk (for example, minimum recommendation for Facebook accounts: settings set to "only friends" and NOT "Friends of Friends" or "Networks and Friends" as these open your content to a large group of unknown people);

- recognise that even if they implement the maximum security settings for their social media profiles, the security settings on social media forums cannot guarantee that communications placed online do not become more publicly available than was intended (employees should always assume that posts or communications online may become public); and

- therefore, understand that the type of security settings used by an employee cannot be used as an excuse for breaching this policy if the material posted becomes more publicly available than was intended.

Consequences of Breaching this Policy

Non-compliance with this policy may be grounds for disciplinary action, up to and including termination of employment depending on the circumstances.

Related Policies
The Social Media Policy has linkages to other relevant School policies and professional expectations, for example:
- Code of Conduct/Behaviour Policy outlined in the staff handbook
- Victorian Teaching Profession Code of Conduct issued by the Victorian Institute of Teaching
- Staff Acceptable Use of ICT Policy
- Anti-Bullying Policy
- Anti-Harassment Policy
- Anti-Discrimination Policy
- Privacy Policy

Policy Review

This Appendix A will be reviewed every three years, in accordance with the Internet policy, to take account of any changed technology, legislation, expectations or practices.

OLA Internet User Agreement

As a student of Our Lady of the Assumption school I understand that I am responsible for my actions and will report incidents of inappropriate use of technologies to a teacher.

I agree to follow the conditions of the Internet Policy and understand that the purpose of using the Internet at OLA is educational.

I understand that if I breach a condition of this Policy, my privileges will be suspended or cancelled.

Students

I _____, accept the terms and conditions of the OLA Internet Policy.

Student Signature _____   **Date** _____

Parents/Guardians

As parent/guardian of _____ I have discussed the terms and conditions of the OLA Internet Policy.

Parent/Guardian Signature_____   Date_____