

## **e-smart, Technology & Online Resources Policy**



### **This agreement applies to the use of all web access and student wellbeing at Holy Cross**

#### **Description:**

The Internet is a large and complex 'electronic highway' system that connects computers, institutions, and people all over the world. The Internet should provide many exciting opportunities for learning. Our technology at Holy Cross is the vehicle we use to access information across the internet. We also use technology such as desktop, laptop and Chromebook computers, interactive whiteboards and iPads to capture and celebrate our learning.

#### **Purpose:**

The purpose of the use of the Internet at Holy Cross is to support educational progress of all of our students. The Internet provides resources and unique opportunities for collaborative work. The purpose of technology use at Holy Cross is to engage and inspire us all to learn and celebrate our achievements. These tools allow us to keep track of our learning journey.

#### **School Profile Statement:**

Holy Cross Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours' is essential, and is best taught in partnership with parents/guardians and teachers. We request that parents/guardians work with us and encourage this behaviour at home.

#### **Proper and Ethical Use:**

The Internet is to be used for educational purposes, not for personal communication or for entertainment. This is monitored through student's individual usernames and logins. The content of information accessed should be closely related to the educational curriculum. Access is a privilege, not a right, and will be headed by the following procedures and regulations:

- 1.** Students, teachers and parents agree to the terms and conditions as set out in this Acceptable Use Policy - Each student who gains access to the internet must have read through this agreement with their parents/guardians. Any misuse of the internet and technology will result in consequences decided by the principal.
- 2.** Access to the Internet - Students may access their email and the internet both at school and at home. It is a condition of access that students respect the rules and regulations of the use of technology at Holy Cross. These include:

- **Cyberbullying-** Cyberbullying is a term used to describe bullying that is carried out through internet or mobile phone technologies. It is often combined with off-line bullying. It may include a combination of behaviours such as pranking (i.e. hang-up calls), sending insulting text messages, publishing someone's private information, creating hate sites or implementing social exclusion campaigns in social networking sites.
- **Privacy-** Students are to access their online accounts only. Students should keep their usernames and passwords private. No student is to access another student's account.
- **Appropriate usage and access-** No student is to deliberately access or send inappropriate websites or files to any other user. A firewall at school prevents students from accessing inappropriate material, however, students must not misuse their account from home as well. All access including emails and downloads are monitored and tracked by the principal and leadership teams.
  - **Bullying-** Bullying is when someone, or a group or people who have more power at the time deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion. All forms of bullying are prohibited. For more information visit the, 'Safe Schools Strategy,' via <https://esafety.gov.au/>.

**4. Social Media** -Social media such as Facebook, Instagram, Snap Chat and KIK are not used at Holy Cross. Please note that many forms of social media have minimum age requirements. (Facebook = 13 years old, Instagram = 13 years old, SnapChat = 13, KIK= 17 years old). If the school becomes aware of students with accounts that violate minimum age requirements they will be reported to the relevant hosts. Parents will also be notified.

#### **Abuse of Privacy Using Technology at Home:**

Parents must take responsibility for their child's use of technology at home. The school cannot be held responsible for the inappropriate actions of students outside the school property. When concerns arise at school, stemming from the misuse of technology in the home, the Principal/ Leadership / teacher will consult with those involved, including parents to help develop a resolution. If appropriate or deemed necessary, the Police may be contacted to help with this process.

#### **Acceptable Use Agreement @ HC for students:**

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use Apps such as ABCkids or Club Penguin.

#### **Programs that are in place to support safe and responsible use of digital technologies @ HC:**

- Google Classroom
- Google Drive



## 1 Respect

Always treat others how you would like to be treated and treat everyone with respect.

## 2 Words can hurt

Some people might be hurt or upset by what you write or say online. Always think, "how would I feel if someone sent this to me?".

## 3 Sp

Unwan  
annoys people  
so you won't be  
Ever.

## 4 Don't get personal

Don't share personal details. This includes your **phone number, address, date of birth and second name**. If you already know someone well and trust them, it is probably OK to share some information but check first with your parent.

## 5 Passwords are private

Don't share your password, not even with your best friend. It's a good idea to change your password at least once a week.

only know  
h your parent.  
end in  
rst time.

Always meet in a public place and preferably during the day.

## 7 Say no to bullying

You should never bully or be mean to anyone on Skoodle. This includes deliberately excluding someone. And don't reply to someone that is bullying you. Instead, tell someone you trust, preferably a teacher or parent and also report the person who is bullying you. Don't forget to take a 'screen shot' for evidence.

ed, stand up and  
ing bullied that you  
an adult.

## 9 Take care when uploading

Don't upload anything unsuitable. This includes video, sound, music and images that are copyright or belong to someone else (unless you have their permission), are rude, adult-only or unkind.

## 10 Don't go there

Not all websites are suitable or safe for children. Take care when visiting or recommending websites to others. If you are unsure check first with a teacher or parent.

**Follow the rules, have  
fun and be safe!**

