St. Philomena's School is committed to high-quality Catholic education in a loving family environment.

St Philomena's is A Child-Safe Child-Friendly School.

Child-safe *means taking active measures to keep children and young people safe from physical, sexual or emotional abuse.*

Child-friendly *means creating a trusting environment that values, respect and welcome children and young people. This means children and young people feel confident to raise any problem or concern and know they will be listened to.*

Student Digital Citizenship and Acceptable Use of Technology Guidelines

1. Mission and Values

In partnership with the family, parish and community, our schools nurture a relationship with God in Christ Jesus, celebrate and share the Catholic faith, and educate to enable all to make a positive contribution to the world.

We are therefore committed to:

- a safe, inclusive and professional learning environment
- just and right relationships that recognise and respect the dignity of each individual.

Be careful. Don't think these little children are worth nothing. I tell you that they have angels in heaven who are always with my Father in heaven. **Matthew 18:10**

2. Purpose

St. Philomena's as a school in Catholic Education in Diocese of Bathurst (CEDB), believe that teaching students within our school how to participate safely online is the best way of ensuring they are prepared for their current and future roles within our community.

Given the ever-increasing integration of technology within our daily lives and in particular the use of technology within schools for teaching, learning and communication, it is essential that students are empowered and enabled to safely participate in the online world.

The Student Digital Citizenship and Acceptable Use of Technology Guidelines in conjunction with information from a variety of government and industry resources and hope that it provides you with a good understanding of the risks associated with an online identity and your responsibilities as a member of our school community.

3. Expectations

The use of devices and school networks including online services such as Google Apps in CEDB schools is provided to students in order to support their educational and administrative needs.

These devices and services are educational tools and must be used in a responsible manner. Acceptable use is guided by the following principles:

- Students must behave in an ethical manner when using digital devices, whether school owned or student provided (Bring Your Own Devices "BYOD") to access resources, create content, communicate and interact with others
- Online behaviour should at all times demonstrate a Christ-Centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or act inappropriately towards others.

These guidelines inform parents/guardians and students of our school's expectations when students are using the devices and services provided, whether provided by the school or BYOD and when using their personal equipment to communicate to or about members of the wider school community.

Students whose actions contradict these guidelines will be subject to the school's Pastoral Care and Student Management guidelines. This may include the withdrawal of access to services. Unacceptable material will be supplied to the NSW Police or other relevant agency (for e.g. Family & Community Services etc) at the discretion of school or CEDB personnel. Complaints of unacceptable use of technology by students to harass other students may also be referred to the Office of the Children's eSafety Commissioner.

The school reserves the right to capture, store and review all online activity and content created or accessed via school provided services. Such material is the property of the school and the CEDB. School devices or BYOD may be taken or accessed where there is a reasonable belief that:

- There has been or may be a breach of the school rules or guidelines.
- There may be a threat of harm to a student or others or system security.

Students will cooperate with a direction from the school in providing access to the device.

Interaction with school staff on social media networks is only to occur in the context of a formal learning exercise which parents have been alerted to formally in advance.

Use of School-Owned Technology
Students and their families who use a school-owned device have the responsibility to:
- Care for the device to the best of their ability
- Keep the device secure and protect it from any malicious damage.
- Replace or repair any damaged, lost or stolen device at their own cost.

Responsibilities

The school will:
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services

- Know that some online activities are illegal and as such we are required to report this to the appropriate authority
- Support parents/guardians to understand the safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.

The student will:
- Respect others and communicate with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protect their privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protect the privacy of others; never posting or forwarding their personal details or images without their consent
- Talk to a teacher or a trusted adult if they personally feel uncomfortable or unsafe online
- Talk to a teacher or a trusted adult if they see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully consider the content that they upload or post online; knowing that this is a personal reflection of who they are and what people think of them
- Investigate the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if their understanding is unclear seek further explanation from a trusted adult
- Confirm that they meet the stated terms and conditions and complete the required registration processes
- Handle ICT devices with care and notifying a teacher of any damage or required attention
- Abide by copyright and intellectual property regulations; request permission to use images, text, audio and video and cite references where necessary
- Not download unauthorised programs, including games
- Not interfere with network systems and security, the data of another user or attempt to log into the network with a username or password of another student.

Resources

[Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/) (https://www.esafety.gov.au/) is a Government driven one-stop-shop for online safety, with the aim to help guide children and young people toward safe, enjoyable experiences online, the Office of the Children's eSafety Commissioner hopes to encourage behavioural change—where Australian children and young people act responsibly online—just as they would offline.

Stay Smartonline is an Australian Government cybersecurity website that provides information for Australian internet users on simple steps that can be taken to protect their personal and financial information online. It is a Digital Citizenship education program for Years 3-8 Budd:e provides activity lessons on cybersafety and includes games, videos, FAQs, learning outcomes and curriculum mapping.

ThinkUKnow is an internet safety program developed and delivered by the Australian Federal Police. It provides training and resources to parents, schools and other community organisations across Australia. Its Digital Citizenship education program provides three modules for early childhood, primary and secondary students.

Bullying No Way! is a website supported by the Australian Government and the Principals' Associations. It provides information and resources for students, parents and teachers as well as a gateway to the other Digital Citizenship education programs.

eSmart an initiative of the Alannah and Madeline Foundation is an initiative designed to improve cybersafety and deal with cyberbullying and bullying.

ACMA the Australian Communications and Media Authority

4. Related Policies and Guidelines

Guidelines for Professional Conduct in the Protection of Children and Young People

5. Policy Administration

This policy has been ratified by the School Principal and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

This document may be used in conjunction with the policy located on the CEDB website.

Date of Implementation	October 2015
Date of Last Review	N/A
Date for Next Review	October 2018

Acknowledgement

This policy applies to all digital technologies and environments, including (although not limited to):

- school owned devices (e.g. desktops, laptops, tablets, printers, scanners)
- mobile phones and student-owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

Student Digital Citizenship and

Acceptable Use of Technology Guidelines

These Guidelines apply when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

I understand, have read and agree to comply with the terms of as set out in the Guidelines "Student Digital Citizenship and Acceptable Use of Technology". I understand that there are actions and consequences established within the school if I do not behave appropriately.

School name:	St. Philomena's Catholic Primary School
School contact name:	Mrs Louise Davies Mr Jacob Parslow *Principal* *IT Coordinator*
School contact no.:	(02) 63311198

Student name:	
Student signature:	
Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	