

# RESPONSIBLE DIGITAL CITIZENSHIP POLICY

The purpose of this policy is to establish what it is to be a responsible Digital Citizen of St Francis of Assisi Primary School. In doing so, outlining what constitutes responsible use of Information and Communication Technologies (technology) and provide clear guidelines and practices for students, staff and parents when they are using technology. The school believes that for students to be Responsible Digital Citizens they need to be informed, empathetic, understanding, moral and take reasonable precautions to ensure they use technology in a safe, legal, healthy and ethical manner.

## **The Role of St Francis of Assisi Primary School**

St Francis undertakes the commitment to implement and uphold this Responsible Digital Citizenship Policy and User Agreement. At St Francis of Assisi we provided and maintain a robust firewall that where possible filters students access to inappropriate or harmful content found on the internet. St Francis of Assisi Primary School will review this Digital Citizenship Policy on a yearly basis, as we recognise that the use of technology is forever changing, and it is important that relevant and comprehensive information needs to be provided to parents, students and staff. During school holidays, technology will be kept at school for maintenance such as updates, cleaning and re-imaging where required.

At St Francis we use a MDM Mobile Device Management service called JAMF to manage our fleet of student devices. JAMF has the ability to deploy apps, update software and manage user settings and accessibility. Under no circumstances are students permitted to remove or change JAMF profiles or settings.

## **Education about the Responsible use of Technology**

In order for students at St Francis of Assisi to become responsible users of technology they are educated about the network, websites, email, responsible digital citizenship and electronic learning systems (such as Google Apps for Education). Students are explicitly taught the skills and knowledge to assist them in becoming responsible and respectful digital citizens. This includes but isn't limited to an annual Digital Citizenship program, lessons explicitly teaching appropriate technology use in regards to internet usage, using software on the computer, etc.

## **Role of Students**

Students understand they are responsible for their own behaviour and actions when using technology, school facilities and devices. Students must also understand that any use of technologies is undertaken at the discretion of staff at St Francis of Assisi Primary School. This means that staff can determine when and how technologies are used at school or on school based activities outside the school. St Francis of Assisi Primary School provides devices to students for educational use only.

## **Role of Parents and Families**

It is the responsibility of Families to assist their child in becoming a responsible Digital Citizen. St Francis of Assisi Primary School expects families to support this policy, the User Agreement and the Home Agreement by:

- Developing an agreement that outlines how, when, where and what students can use technology at home for
- Monitoring the physical condition of the device (checking for damage and ensuring the device is kept clean)

- In conjunction with child, setting mutually agreed amounts of screen time at home
- Monitoring the applications/software/websites that their child has been using
- Regularly checking their child's internet history and social media accounts (if any)
- Understanding and abiding by any out of warranty repair requirements.
- Regularly engaging in conversation with child about their use of technology
- Encourage students to use their technology for creation rather than consumption

### **Unacceptable Use**

When using Technology technology students need to be aware of issues relating to privacy of themselves and others. Students should take the utmost care when using Technologies, technology facilities and devices.

Explicitly, students must not:

- share their username or passwords with others,
- delete their internet history
- use, manipulate, take or distribute recordings or images of any person without their permission,
- post personal details including full name, address or phone number of themselves or others in public forums,
- access games or alike software without the permission of staff
- engage in the use of Social Media unless explicitly stated by staff in classrooms under direct supervision,
- use any form of chat or messaging program to chat to peers during class or while on school grounds,
- use VPN (Virtual Private Networks) or proxy internet websites to access unfiltered web content that has been deliberately restricted by the school or the Catholic Education Office proxy settings,
- engage in any form of cyberbullying.

### **Student Use of Social Media**

*Social Networking at St Francis of Assisi Primary School*

Within the school grounds, social networking sites are not to be used by students, unless given direction to do so by staff. The use of mobile phones or tablet devices to engage in social media during break times is also not allowed.

*When using technology, students and staff are expected to ensure they:*

- respect the rights and confidentiality of others;
- do not impersonate or falsely represent another person,
- do not bully, intimidate, abuse, harass or threaten others,
- do not make defamatory comments about other people or about St Francis of Assisi Primary School,
- do not use offensive or threatening language or resort to personal abuse towards other people
- do not post content that is hateful, threatening, racist, pornographic or incites violence against others,
- do not harm the reputation and good standing of St Francis of Assisi Primary School or those within its community
- do not film, photograph or record members of the school community without expressed permission of the school

It is against the terms and conditions of most social networking sites such as Facebook, Snapchat & Instagram for students under the age of 13 years to have an account. The school does not condone students under the age of 13 using social network sites. It is the school's understanding that if a child has a social media account it has been created with the consent of a parent or guardian.

### **Passwords**

Your password is your strongest and weakest link towards protecting yourself online from others. It is the responsibility of each child at St Francis of Assisi to keep their password and account information safe and secure. Under no circumstance should a student use another student's data to gain access to their account.

### **Technology use at Home**

At home we recommend that technology is only used in a shared space in the house - not bedrooms. All school provided technology is for individual student use only, it is not to be used by siblings. Parents are advised to supervise their children's internet use and regularly check the websites they are visiting. This can be done by viewing recent histories. Parents, Guardians and Families are expected to make a Home Agreement that states When, How and Why students are to use their digital device supplied by the school. St Francis of Assisi Primary School suggests that boundaries around the amount of time spent on digital devices be set by the student and their family.

### **Breaching this Policy**

Any breaches relating the Digital Citizenship Policy will be dealt with by the classroom, teacher, Deputy Principal, or Principal. Serious misconduct of this policy could jeopardise enrolment at St Francis of Assisi.