

St Brigid's Primary School	System Update: 22.04.2021	 <small>Omnia Vincit Veritas</small>
Version 0.1	Date of Next Review: 22.04.2023	

Digital Devices Acceptable Use Agreement 2021 Staff

St Brigid's Primary School recognises that digital technologies are changing and that new technologies alter the ways in which information and data is managed and accessed online. Our school also recognises that electronic information skills are an essential part of the roles of staff within our school.

St Brigid's actively supports staff and student access to the widest variety of information resources, so that they may develop the appropriate skills to analyse and evaluate such resources. We believe that the benefits of students and staff being able to access and retrieve information far exceed the disadvantages. However, access requires responsibility.

While one of the purposes of the school's Information Technology Program include the use of the Internet and St Brigid's Staff Portal resources, students and staff may find ways to access other materials. Despite our filtering systems, staff should be aware that some material accessible via the Internet may contain items that are illegal, inaccurate, or inappropriate. Because of the ultimate responsibility of staff to monitor student interaction with Digital technologies as well as model appropriate behaviours and use information sources responsibly, we require that staff be familiar with the Student Acceptable Use policies from years P-2 and Years 3-6, Acceptable Use policy for Parents and this Staff Acceptable Use Policy.

Staff are responsible for appropriate behaviour on the school's computer network and the same standards for any written communications apply when working online. Non-compliance with school guidelines of appropriate Internet usage will be dealt with in accordance with the school's staff code of conduct principles.

This User Agreement for Staff will be signed by all staff members at the commencement of each school year. Please read all agreements and sign the staff agreement and return to Wendy Sullivan by **Friday 30th April 2021**.

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Wendy Sullivan Principal

1. Network Environment

St Brigid's school has created extensive networks with staff and student information, curriculum resources, telephone and digital technology resources for staff and student use. These resources are provided to allow you and others to perform your tasks effectively in meeting the goals and needs of the school. The school computer network is a work tool and must be treated by you with the same respect and care shown to any school resource. Improper use of any of these resources can cause problems related to the needs of some or all employees and students in the school. You may not attempt to maliciously alter, erase, damage, destroy or make otherwise unusable or inaccessible any data, software, computer, or network system.

2. Use of School Laptop Computers

Laptop computers are issued to classrooms for the purpose of delivering lessons and keeping classroom records. With the convenience of portability comes an increased risk of theft, loss, or damage. Teachers are expected to take all reasonable precautions to keep laptops issued to them safe and secure. If transporting laptops offsite, please take care to not leave them in unattended cars, hot or damp places, or where there is an increased risk of damage or theft.

3. Installation of software

St Brigid's attempts to ensure that all software meet specific standards which will operate without causing disruption to the network. Therefore, the use of personally owned software or software that can be downloaded from the Internet is not permitted. All requests for new software should be directed to IT Administrators.

4. Your Computer Account and password

In order for you to utilise the school's computer and network resources, you will be assigned a username and password. Based on your position, you may be provided with access levels which allow you to view, create, alter, delete, print, and transmit information. You are responsible for maintaining the security of your personal account. Your username and password for the school's network and any associated portals is not to be shared with others, particularly people outside the school. It is up to the individual user to ensure that your password/s is one that cannot be easily

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guessed or “hacked”. Do not store passwords where students may have access to them. Please contact an IT Administrator if you suspect someone else may have accessed your account. Always log off/shutdown the computer you are using while away from the device and do not use your login details for student use.

5. Privacy of school Records – Student, Staff, and Business Information

During your employment, you will have access to either student or employee and business information that is confidential. It is your responsibility to safeguard this information from unauthorized persons and you must take all reasonable precautions to ensure privacy is maintained under the law while handling information in any form.

6. Use of Telephones, Mobile Phones, and Voicemail

Telephones, mobile phones and voicemail are provided to conduct the business of the school. These services are intended to provide a means of communication for employees to contact parents and students, agencies etc. Private use of the phones should be kept to a minimum. Staff Mobile phones are to be turned to silent during face-to-face teaching periods with students and all forms of staff meetings.

7. Use of the Internet

The Internet provides an extremely valuable resource for learning, teaching and administration. Access to the internet is provided to support your work functions and maximize your work effectiveness. Unfortunately, the Internet also contains a large amount of information that is inappropriate for use in an educational institution. Employees are not to let personal use of the Internet encroach on or displace time spent performing their work duties. Personal use of the Internet should be kept to a minimum and restricted to lunch periods, or before or after work hours. It is imperative that employees not use the Internet in such a way as to bring civil or criminal liability or public reproach upon the school. Access to any social media sites should be for professional use only. It should be noted that St Brigid's Zscaler filter allows the tracking and retrieval of staff and student internet usage and site access should there be any issues regarding inappropriate use.

8. Publication of student work and images on the internet

All parents are required to sign a *Photograph Permission Form* which outlines their permission for the publication of their child's name, work and images on both internal and external online and other media. Teachers are required to ensure that a child's name, work or image is published according to the level of permission granted. Non-adherence to this could have serious consequences for the school.

9. Electronic Mail

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St Brigid's encourages the use of electronic mail (email) to enhance communication and business activities. You need to be aware that sensitive or private information can be easily forwarded to other individuals the originator never intended, both within St Brigid's as well as externally. Users of St Brigid's email services need to be aware that use of these services is a privilege granted with the expectation that it will be used for business purposes and in a professional and courteous manner similar to other forms of communication. All email sent or received by individuals through School employee accounts is the property of St Brigid's.

Private or personal non-commercial use of St Brigid's email is permitted as long as it is not excessive and does not interfere with St Brigid's normal business practices and the performance of the individual's tasks. Individuals should exercise sound judgment and sensitivity to others when exchanging personal messages in the workplace. While St Brigid's does not monitor or read individual staff email messages, in the event that questionable or inappropriate use is suspected or known, such email may be examined and may be cause for disciplinary action ranging from revoking an email account up to termination of employment.

10. SPAM

St Brigid's maintains a system for limiting the amount of unwanted or offensive email received from the Internet. known as SPAM, much of this email is automatically generated by computer programs and is often used to propagate computer viruses, or distribute pornography and fraudulent business offerings. The email may appear to have come from a trusted address and others may receive such messages that falsely appear to have come from you. St Brigid's email filtering system cannot eliminate all SPAM and it is possible that benign messages may occasionally be blocked. If you believe that expected mail has been blocked, please notify an IT Administrator.

11. Online Social networks - reword into Child Safe Standard Language

In an attempt to maintain professional relationships with parents and students within the school, St Brigid's does not promote the use of social networking sites and online correspondence within these sites with parents and students, unless authorised as a part of the curriculum. To this end, you are strongly advised not to connect with parents and students on any online social network including Facebook, Instagram etc. and are advised to remove connections to any existing parents and students that may already be established.

12. Reporting student use on online Social networks

St Brigid's, through its participation in Cyber Safety programs, has made a key commitment to protecting students in an online environment. Many students currently have their own personal accounts in online social networks, some legal,

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others illegal. Most social networking sites do not permit children under the age of 13 to hold an account. Snapchat and Instagram clearly outline in their terms that children under 13 cannot obtain membership to these social networks and an attempt to do so is a breach of the law. Like mandatory reporting, teachers are now required to inform social networks when they are aware that a child is underage and holds an illegal social network account. If you are aware that a child under 13 holds an account to a social network site you are required to notify the Web manager who will pass the information onto the corresponding site. Alternatively you can advise the social networking site yourself. Staff will be expected to disclose any of these social connections which do exist and may do so for a reason. This practise is in line with our commitment to the Child Safety Standards and policy in our school, as well as alignment with Victorian Institute of Teaching (VIT) registration.

13. Copyright of internet resources

Materials are protected by copyright whether they bear copyright information or not. Materials obtained from the Internet are copyrighted and, with proper citation, limited educational use is permitted. These materials may not be redistributed on the Internet or in any other manner without written consent of the copyright owner or as prohibited by law.

14. Use of personal wireless devices

No one may attach any wireless device to the school network, without prior approval of the Principal, Vice Principal or IT Leader. This includes, but is not limited to: wireless computers, mobile phones, wireless gaming devices etc.

15. Computer Viruses

Despite the development of new technologies to combat malicious viruses, worms, and other damaging programs that attack computers and networks, these problems persist. St Brigid's attempts to maintain anti-virus software in order to minimise the impact of these viruses, but it is your responsibility to take precautions to protect computers throughout St Brigid's. For example, avoid opening email attachments from people you do not know. Likewise, do not download any software from the Internet and be careful of the use of portable USB drives and cameras which may carry a virus or malware. If you suspect an issue please contact an IT Administrator who will perform tests on the computer or device.

16. Leased/School Purchased Devices

Any digital devices, ie laptops, iPads etc, that have either been purchased through the school and through a lease agreement must be maintained by the school IT Administration. These items are required to be brought into school regularly for maintenance.

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Staff Acceptable Use Agreement – By signing this Agreement you are acknowledging and agreeing to abide by each of the items listed below.

Acceptable Use Agreements and Permission

I will:

- Ensure that I comply with associated Victorian Institute of Teaching (VIT) items within the Teachers' Code of Conduct carefully explain to the students in my class and others as required, the stipulations of their Acceptable Usage contracts,
- Read the Student and Parent Acceptable Use policies found on the server so that I am familiar with all items within each policy,
- Not allow students to use St Brigid's digital devices until their student and parent Acceptable Use policies are returned to the school at the start of the year,
- Note the level of permission provided by parents in the Photograph Permission Form regarding the Publication of student work and images on the internet and not publish images or work which does not comply with parental agreement,
- Respond to a breach of a student, parent or staff Acceptable Use agreements by advising the relevant parties.

Using the Network and computer facilities:

When using the network at St Brigid's Primary School, I will:

- Vigilantly monitor student's use of the school computer network and advise them when they breach school policy,
- Treat the school computer network, hardware and other devices with the same respect and care shown to any school resource,
- Ensure that any hardware in my classroom is kept safe at all times and that the classroom is locked when it is vacated,
- Not store personal or inappropriate data on the school's network,
- Ensure that any device provided to me are kept safe when taken outside the school, including not being left visibly unattended in a car,
- Not attempt to use a password other than my own to access the network or email account,
- Ensure my usernames and logon passwords remain confidential and are not shared with anyone else,
- Not interfere with the network by installing any software, shareware, or freeware,
- Not attach to the school network any wireless device without prior approval of an IT Leader. This includes, but is not limited to: wireless computers, mobile phones, wireless gaming devices etc,
- Log an IT help request for any malfunction or issue relating to hardware or software on the network that I recognise,
- Acknowledge that the school's computer network is not private and therefore privacy of information cannot always be guaranteed,

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- Not attempt to maliciously alter, erase, damage, destroy or make otherwise unusable or inaccessible any data, software, computer, or network system,
- Safeguard any Student, Staff, and Business information from unauthorised persons and take all reasonable precautions to ensure privacy is maintained,
- Log-off from all active sessions when I am away from the computer to ensure the protection of student and school data.

Use of staff telephones, mobile phones and voicemail

When using telephones and mobile phones at St Brigid's Primary School, I will:

- Keep private use of school phones to a minimum,
- Ensure my mobile phone is on silent during face-to-face teaching periods with students and during staff meetings.

Use of student digital devices

When monitoring the use of student digital devices at St Brigid's Primary School, I will:

- Confiscate any student mobile phone or digital device that has not been sent to the office for storage,
- Report any student misuse of mobile devices at school to the principal or IT Leader, including taking photos or videos of other students or staff.

Using the Internet and Portals:

When using the Internet and Portals at St Brigid's Primary School, I will:

- Use the internet responsibly,
- Not provide my internet or portal passwords to others,
- Vigilantly monitor student's use of the internet and advise them when they breach school policy,
- Protect student data on nForma and within the network by logging off after each active session,
- Not let personal use of the Internet encroach on or displace time spent performing my work duties,
- Not use the Internet in such a way as to bring civil or criminal liability or public reproach upon the school,
- Follow school guidelines and procedures when preparing materials for publication on the Student Portal, SeeSaw, Hapara or other collaborative sites,
- Not forward or publish any copyrighted materials that I don't have permission to use and provide a citation where possible,
- Not attempt to visit any inappropriate websites on the understanding that all web searches are monitored not attempt to download or install any software or respond to online ads or competitions,

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- Not willingly search for, view or display any offensive material. If I receive offensive material inadvertently, I will delete it immediately,
- Not have offensive materials available in places the children can access it.

Interacting in an online environment:

When using the Internet and Portals at St Brigid's Primary School, I will:

- Note that the school will use my name and photographs on the school's website and portals for promotional and communication purposes. If I have objections to this, I may voice my concerns to the principal,
- Not use the Internet or Portals to frighten, harass, annoy, embarrass, humiliate, threaten or intimidate another person including inappropriate cyber behaviours,
- Report any student or staff cyberbullying or harassment to the school Principal,
- Disclose any parents of the school I have an online social networking connection with, such as Facebook or Instagram,
- Not connect with any students of the school on a social networking site ie. Facebook or Instagram,
- Report known student use of social networking sites where a student holds an account illegally because they are under-age.

Using email:

When using my St Brigid's Primary School email account, I will:

- Use my school email account predominantly for school based tasks and communication and limit personal usage,
- Not use email to frighten, harass, annoy, embarrass, humiliate, threaten or intimidate another person including inappropriate cyber behaviours,
- Not transmit, download or store email messages that deal with material that could be perceived as offensive or provocative on the basis of political or religious beliefs, sex, race, age, national origin, disability or sexual orientation,
- Not distribute Copyrighted materials (including software, database files, documentation, cartoons, articles, graphic files, text and downloaded information) without specific authorisation,
- Not provide my school email address to subscribe to online lists and accounts which are not related to school business,
- Note that emails sent through the school computer network may be forwarded directly to the system administrator, without the sender's knowledge, if they contain any language or terms deemed inappropriate,
- Note that email is neither private nor secret,
- Ensure that any student or staff emails sent containing inappropriate language will be forwarded automatically to the Principal and managed accordingly,
- Not open any attachments in emails that cannot be verified,
- Not distribute confidential information via email as it is not a secure means of communication,

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- Not use Electronic mail for: Commercial purposes, Personal financial gain, Unlawful activities or use that violates this agreement or other State and Federal policies, Chain letters, sending or forwarding, Spam mail, File storage, Personal fund-raising, Any other use which interferes with computing facilities and services of St Brigid's or its employees.

Acknowledgment of the terms of this Agreement

I acknowledge receipt of the St Brigid's Staff Acceptable Use Agreement and that I have read and understand the Acceptable Use Policy and Agreement. I acknowledge that non-compliance of this Agreement could result in the termination of my employment contract. I will contact the school Principal if there is anything here that I do not understand.

Name:

Date:

Signature: