



## **Emmaus Catholic Parish Primary School Sydenham**

Emmaus Catholic Parish Primary School has a commitment to the care, safety and wellbeing of children.

# **Emmaus eSmart and Cyber Safety Policy**

## **RATIONALE**

**Emmaus Catholic Primary School has a commitment to child safety.** It also is committed to the wellbeing and safety of all its students and staff. This is supported by a whole school approach to cyber safety and student wellbeing. Therefore, Emmaus Catholic Primary School's eSmart policy encompasses agreements, procedures and acceptable behaviours related to cyber safety, cyberbullying, cyber-risks, use of ICT (Information and Computer Technology) and mobile devices. Emmaus Catholic Primary School's eSmart policy is underpinned by "The National Safe Schools Frameworks" vision that *"All Australian schools are safe, supportive and respectful teaching and learning communities that promote student well-being."* NSSF, 2013.

Emmaus Catholic Primary School has developed the eSmart policy using resources and information from the Victorian Department of Education and Early Childhood Development, Australian Council Media Authority (ACMA) and through guidance from the eSmart program an initiative of the Alannah and Madeline Foundation. The school has an eSmart committee that has collaborated on developing this policy and procedures. Parents and students of the school community contributed and provided feedback on this policy.

## **AIM**

The policy seeks to provide common consensus of definitions related to cyber safety and cyberbullying. It states how Emmaus Catholic Primary School reports and deals with incidents relating to cyberbullying and where and how cyber safety is taught within the school curriculum. The policy also provides a summary of Staff and Student User Agreements, School Cyber safety rules from Foundation to Year 6.

## **POLICY**

Emmaus Catholic Primary School believes that all forms of bullying are unacceptable. **We must always treat each other with dignity and respect.**

The students and staff have a shared understanding of the evidence informed definitions of bullying, cyber safety, cyber-risk and cyberbullying.

Any types of bullying will not be tolerated and will result in consequences.

Emmaus Catholic Primary School is in mutual agreement of the evidence-based definition of Bullying and Cyber-Bullying taken from "Building Respectful and Safe School-State Government of Victoria" - DEECD, 2009.

## **DEFINITION OF COMMON TERMS**

### ***Bullying***

The national definition of bullying for Australian schools says;

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.*

*Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).*

*Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. – Bullying. No Way! 2020*

### ***Types of Bullying***

*There are three types of bullying behaviour:*

- ***Verbal bullying*** which includes name calling or insulting someone about physical characteristics such as their weight or height, or other attributes including race, sexuality, culture, or religion
- ***Physical bullying*** which includes hitting or otherwise hurting someone, shoving or intimidating another person, or damaging or stealing their belongings
- ***Social bullying*** which includes consistently excluding another person or sharing information or images that will have a harmful effect on the other person.

*If any of these behaviours occur only once, or are part of a conflict between equals (no matter how inappropriate) they are not bullying. The behaviours alone don't define bullying.*

*Verbal, physical and social bullying can occur in person or online, directly or indirectly, overtly or covertly. - Bullying. No Way! 2020*

### ***Online Bullying***

Online bullying is bullying carried out through the internet or mobile devices. Online bullying is also sometimes called cyberbullying.

Online bullying can include:

- sending insulting or threatening messages
- posting unkind messages or inappropriate images on social networking sites
- excluding others from online chats or other communication
- inappropriate image tagging
- sharing someone's personal or embarrassing information online
- creating hate sites or starting social exclusion campaigns on social networking sites
- sharing unflattering or private images, including naked or sexual images

- assuming the identity of the another person online and representing them in a negative manner or manner that may damage their relationship with others
- repeatedly, and for no strategic reason, attacking players in online gaming.

For it to be called bullying, inappropriate actions online must be between people who have ongoing contact and be part of a pattern of repeated behaviours (online or offline). Single incidents or random inappropriate actions are not bullying.

One action – such as an insulting comment or an embarrassing photo – which is repeated through sharing and forwarding to others, can be called bullying if the individuals involved know each other, and have ongoing contact either on or offline.

Online bullying has the potential to have social, psychological and educational [impacts](#).

*Bullying. No Way! 2020*

## **CYBERSAFETY**

The Enhancing Online Safety Act 2015 uses the following definition for cybersafety:

*Online safety for children means the capacity of Australian children to use social media services and electronic services in a safe manner, and includes the protection of Australian children using those services from cyber-bullying material targeted at an Australian child.*

## **CYBER-RISKS**

Cyber-risks are factors that contribute to or provide a platform for cyber-bullying or harm. These include unsupervised use of the internet, social media platforms, such as, Snapchat, Facebook, Instagram, Twitter and online marketing campaigns that promise prizes in return to personal details. Other cyber-risks include, stranger danger, inadvertently downloading viruses, hacking, insecure passwords and posting personal photos online. Tools, such as, firewalls, filters and anti-virus software may help reduce cyber-risks. Zscaler is a cloud based firewall that routes all network traffic throughout the Catholic Education System to be filtered at all times. The School is able to monitor all student and staff computers and their internet history.

## **CURRICULUM**

At Emmaus Catholic Primary School cyber safety and respectful relationships are explicitly taught across all year levels. The school uses the six Emmaus school rules, eSafety Commissioner education resources from Foundation-6 and the Victorian Curriculum. The school also participates in cross-level teaching and promotion of cyber safety and participates in “Safer Internet Day”, “Harmony Day” and has a “buddy” program for Foundation and Year 6 students. The school generally holds annual ICT Expo for parents to view students’ work in relation to cyber safety. The school has held annual cyber safety information nights for parents, ongoing Professional Development for staff and in-school presentations/guest speakers for Years 3-6. It is condition that

all Year 5 parents attend this meeting in order for their child to take home their MacBook from Term 2 onwards. Parents are expected to monitor and supervise their child's MacBook use at home.

In Years 5 and 6 the students participate in a MacBook 1-1 Program. Students are able to bring home their MacBooks to complete homework tasks. (Year 5 from Term 2 onwards). In transition from Year 5 to 6 students must return their MacBooks and chargers to be kept at school over the summer holidays. Through ICON (Integrated Catholic Online Network) students have access to the Google Education Suite. This includes access to Google Docs, Slides, Sheets and Forms etc. All Students are given an email address. Students are only able to use this email for educational purposes within the School. All students are also enrolled in HAPARA, The **Hapara** Instructional Management Suite, which includes Workspace, Highlights and Dashboard, enables teachers to organize their students and their assignments, track their activity and progress and dynamically personalize instruction across different metrics. HAPARA works in conjunction with the Catholic Education Office Melbourne. Students have access to view Youtube links supplied by their teacher- through HAPARA or directly through Youtube.

### **CYBERBULLYING and BULLYING MANAGEMENT PROCESS**

Emmaus has developed a process for reporting, responding to, and collecting data in relation to cyberbullying/ bullying and isolated incidents. This is in the form of a flow-chart. Staff and students have been explicitly taught this reporting process. **See Appendix 1**

The school has also developed an ethical reporting system of any cyber bullying related incidents. **See Appendix 2.** The school also has a Behaviour Management Policy and a Student Welfare policy.

### **ACCEPTABLE USE AND RULES**

Emmaus Catholic Primary School has a Staff Outlines and Expectations policy, a school Outlines and Expectations policy, as well as, whole school cyber safety rules, which are taught at the beginning of the year and reinforced. The school has 6 school rules that cover all aspects of student safety and well-being. **See Appendices 3, 4, 6, 7, 8 & 9**

### **ADEQUATE SUPERVISION**

The school community has created and implemented adequate supervision guidelines for yard duty, before and after school supervision. **See Appendices 5 and 6**

### **STUDENT MOBILE PHONE AND DEVICES POLICY**

Mobile phones and other electronic devices, such as, cameras and tablets, Smart Phones and Smart Watches are to be handed in at the office at the beginning of the day and collected at the end of the day. These devices are not to be used and or stored in the classroom. USBs and other storage devices from home are not permitted.

### **FLEXIBLE DISTANCE LEARNING**

In response to the Covid-19 Pandemic Victorian Government and CECV order to Victorian students effective April 15, 2020- "That if you can stay at home, you must stay at home". Emmaus has allowed all students access to their ICON email and set up Hapara from Year Prep-6. A Flexible Distance learning email policy (App 7.e) was implemented. As well as "Online Etiquette and Expectations for Students. (App 8). Parents and students have been provided with information via the school website about staying safe online from the "Office of the eSafety Commissioner".

### **FILM SCREENING POLICY**

At times, teachers will for educational or entertainment purposes screen a movie or episode. Emmaus has a Roadshow Public Performance School Co-Curricular Licence. Teachers must only screen Australian Classification G rated movies/tv episodes in Prep-2. In Year 3-6, If for educational purposes only, a teacher wishes to screen a PG movie, the teacher must watch the movie beforehand in its entirety and deemed it suitable for student viewing.

### **STUDENT PHOTO POLICY**

Parents/Carers at Emmaus were asked to sign a "Student Photo Permission Form". Parents give permission for their child's image to be used around the school and on the Emmaus School Website. Staff are informed and updated on any students whose parent did not give permission. At any time, parents are able to request that their child's image not be used. See Appendix 9

### **MACBOOK PERSONALISATION POLICY**

Emmaus has a MacBook Personalisation Policy advising students and parent of restrictions in regards to personalising their MacBook. Appendix 7.d

### **STUDENT WELLBEING**

Students at Emmaus take part in weekly "catch up" sessions facilitated by the Classroom Teacher. Within these "catch ups", students are given a chance to voice any concerns. The facilitator will focus on a different area of well-being each session. For example: friendship, emotions, resilience etc.

### **ESMART INDUCTION PROCESS**

At Emmaus Catholic Primary School, it is the responsibility for the Classroom Teacher to induct any new students to the School Rules and Cyber safety rules. It is the responsibility of the Principal to induct any Casual Relief Staff, New Teaching Staff, Learning Support Officers and other staff of the School's eSmart policy. A staff induction book outlining rules and policies is in the office for referral. The school will publish this policy along with the school rules on the school website: <http://www.emsydenham.catholic.edu.au>

### **IMPORTANT CONTACTS**

- Victoria Police: 000
- Kids Helpline: 1800 55 1800 or [www.kidshelpline.com.au](http://www.kidshelpline.com.au)

### **REFERENCES AND LINKS**

- Office of the eSafety Commissioner <https://www.esafety.gov.au>
- The Bullying. No Way! website for Australian schools is managed by the Safe and Supportive School Communities Working Group which has representatives from all states and territories, including the Catholic and independent schooling sectors.
- “Building Respectful and Safe School”- State Government of Victoria - DEECD, 2009.
- National Safe Schools Framework, 2014  
<http://www.education.gov.au/national-safe-schools-framework-0>

**UPDATED April 2020**

## **Appendices**

1. **ICT Incident Reporting Process**
2. **Incident Response Documentation**
3. **Student Cybersafety Rules**
4. **Year 5 and 6 MacBook Working Statement**
5. **Ways to stay safe at Emmaus**
6. **Emmaus School Rules**
7. **Emmaus ICT Policy**
  - 7.a **Outlines and Expectations**
  - 7.b **User Agreement Year 5 and 6 MacBook 1:1 Program**
  - 7.c **Teacher User Agreement**
  - 7.d **MacBook and Gmail Personalisation Policy**
  - 7.e **Flexible distance learning email policy.**
8. **Online etiquette and expectations for students**
9. **2020 Photo Permission Form**

## APPENDIX 1



### **Emmaus Catholic Parish Primary School Sydenham**

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# **EMMAUS CATHOLIC PRIMARY SCHOOL** **ICT INCIDENT REPORTING PROCESS**

## **STEP ONE: Identify Concern**

Discuss issue with a colleague or ICT coordinator. Identify if the issue involves the following:

A student has been EXPOSED to and affected by inappropriate behaviour online.

(Including cyberbullying, sexting, exposure to inappropriate material/contact or in breach of school policy).

Or

A student has ENGAGED in inappropriate behaviour online.

(Including psychological/emotional harm to another student or themselves, engaged in criminal activity or breach of school policy).

## **STEP TWO: Taking Action**

### **Reporting of inappropriate use or incidents**

Inquire into the inappropriate behaviour- This includes discussion with staff/students involved and refer to the school User Agreement/Bullying for breach of rules and regulations.

Report to Leadership- Inform ICT Coordinator, Principal/Vice Principal and fill out the Cyber safety Incident Report.

Depending on the degree of the issue determined by leadership-

- Contact the parents of all students involved.
- Inform parents outlining inappropriate use of internet/social networking sites and the need for the parents to discuss the incident at home with the child involved.

Or

- Arrange meeting with parents and parties involved, if necessary.

Or

- Contact the Office of the **eSafety Commissioner and or contact Catholic Education Melbourne**
- If it is a criminal offence, or requires Mandatory Reporting contact relevant authorities. E.g. Victoria Police. Department of Health and Human Services or Child First. Consequences are enforced for deliberate, inappropriate use.

### **Inappropriate website accessed or viewed**

Report to ICT to have the site blocked.

Report to Principal/Vice Principal if still concerned about impact.

Contact parents of students involved.

## **STEP THREE:**

### **Wellbeing**

Provide wellbeing support for all staff/students involved in or witness to the incident.

Make an explicit teaching point for correct behaviour to students involved or class.

**UPDATED AND RATIFIED APRIL 2020**





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**Emmaus Catholic Primary School Sydenham  
Incident Response Documentation**

Incident Date:

<b>Name of Student/s</b>	<b>Where incident occurred?</b>	<b>Type of Technology/Website involved</b>
<b>Staff involved</b>	<b>Parents informed? (Phone Call, letter, meeting arranged)</b>	<b>Meeting Attendance/Date</b>

<b>Type of incident</b>
<b>Other involvement</b>
<b>Response</b>
<b>Resolution/Consequence</b>
<b>Teaching Point/Follow up action</b>





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# Cyber Safety Rules

- MacBooks and iPads are not to be used during Extreme Weather Day.
- I will check with the teacher before using a website that I am unsure of.
- I will not delete, copy or change anyone else's work. I will not change or add to the Google sites without teacher's permission.
- Chat sites or Instant Messaging sites are not permitted to be used.
- If I see anything inappropriate, I will close the MacBook and tell the teacher immediately.

I will handle the MacBooks carefully.

- I will report any inappropriate behaviour or cyber bullying to the teacher.
- I will not upload any pictures/videos of myself or students at Emmaus or at any school event or excursion without teacher permission.
- I will not take photos at Emmaus without the teacher's permission.
- If I bring a mobile phone/smart watch/ technology to school I have to hand it in at the office when I arrive at school and pick it up at the end of the day.

These rules were formulated by the students of Emmaus Catholic Primary and reviewed in April 2020.

## APPENDIX 4



### **Emmaus Catholic Parish Primary School Sydenham**

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## **MacBook Working Statement**

The school's MacBook is a learning tool, to be used **FOR EDUCATION, NOT RECREATION.**

All MacBook use should be **RESPECTFUL, APPROPRIATE, CONSTRUCTIVE AND POSITIVE.**

Students need their **TEACHER'S PERMISSION** before using any new program, game, website etc.

Students need to be **RESPONSIBLE** for ensuring their MacBook and accessories are handled **WITH CARE.**

MacBooks belong to the school and are for student use only.

Students **MUST REPORT ANY INAPPROPRIATE USE** to their teacher as soon as they know about it.

MacBooks must be **BROUGHT TO SCHOOL FULLY CHARGED EVERYDAY.**

The **SAME RULES APPLY** at home and at school.

Students will work in a **SUPERVISED AREA** (Parents need to know what their child is doing on their MacBook).

**TAKE A STAND AGAINST BULLYING** and make sure that you are not bullied or that you do not bully others. Report all bullying to an adult.

**ALWAYS** make the right choice when using your MacBook.

MacBook use is a privilege, not a right.

## **CONSEQUENCES**

1. **Warning.**
2. **Loss of Macbook** for a period of time determined by the teacher/school. Parents will be informed of inappropriate use.
3. **Sent to the Principal. Followed by meeting with the parents.**
4. **Deactivation of email account.**

## APPENDIX 5



### Emmaus Catholic Parish Primary School Sydenham

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## WAYS TO STAY SAFE AT EMMAUS.

### Emmaus Catholic Primary School has a commitment to child safety

#### Asphalt

- Only tennis balls/down balls permitted on the asphalt area at all times.
- Students are not to play ball games after school.
- Students are not permitted to play on the ramps, swing on the bars in front of the art and 3/4 buildings.
- Students are not to play past the office/hall entrance.
- The bushes along the Years 2/3 classrooms are out of bounds.
- Students are to avoid playing in the garden beds, pulling and swinging off the branches on the trees.
- Students are to leave the toilet once they are finished.
- The classrooms and corridors are off limits during recess and lunch.
- Down ball games need to be played in free areas-not in front of doorways.
- Students are not to pick up grills over drains.
- Students are not to play with water taps.

#### Basketball/Netball Court

- The front of the Foundation/Year 1 building along the gate is out of bounds.
- Students are encouraged not to stand by the fence to talk to strangers as they walk past.
- If the ball goes over the Church fence, students are to ask the teacher for permission to retrieve it.
- Only basketballs, netballs, soft balls, tennis balls and down balls permitted on the basketball/netball court.
- When it has rained, only tennis balls and down balls are permitted.

Playground	Oval
<ul style="list-style-type: none"> <li>• · Lunch time- Foundation, 1 and 2's allowed.</li> <li>• · Snack Time: Years 3-6 allowed on playground. Prep, 1 and 2's may play in the sandpit.</li> <li>• · Students are not permitted to climb up the slide, flip on the bars and run around (tiggly) the playground.</li> <li>• · Students are to play appropriately with the sand when in the sandpit.</li> <li>• · Cover the sandpit at the end of play.</li> <li>• · Students are not allowed on the playground before and after school.</li> <li>• · 'Walking Only!' on the playground</li> </ul>	<ul style="list-style-type: none"> <li>• · Students are to wait on the path until the yard duty teacher has arrived to go on the oval.</li> <li>• · No tackling/rough play. When a teacher witnesses tackling/rough play, students are sent off the oval.</li> <li>• · Students are to play soccer/football matches with their own year level.</li> <li>• · Students are to ask the teacher to get the ball if it goes out of bounds.</li> <li>• · Students who are not playing games on the oval are asked to sit around the boundaries to free up playing space.</li> <li>• · Students are not permitted to play on the big rocks at the back of the oval, in the car park or grass areas and the CRC Sydenham gym equipment.</li> </ul>

**Food is to be eaten inside before play.**

**Going to the Toilet**

- Students are to make sure they go to the toilet during recess/lunch.
- During class time, students are to go to the toilets in three. Both children to stay in the toilet.

**Bell Reminders**

- Children need to walk straight to their line when the music plays and be at the line by the second bell.
- Teachers must remain on duty until the second bell.
- Teachers must be out at the line by the second bell.
- All ball games need to stop when the music begins.

**Extreme Weather Day Duty**

- No MacBooks are to be used.
- No ball games in the room.
- Students are to stay within their own grade.
- Students are to ask the teacher on duty if they wish to go to the toilet.
- Toilets at the back of Years 5 / 6 building are strictly for staff and not be used by students at all.

**Bakery/Pecks Road Duty**

- Students are to wait at the seats in front of the Year 5/6 building for the teacher.
- The teacher is to supervise the students to walk across the oval to the CRC Sydenham Bakery/Pecks Rd Gate and stays with the children until they have been collected from the gate.

- The teacher takes back any students to the office if parents have not arrived within 15 mins after the bell.

### **Mary Garden Duty- After School**

- All students are to wait undercover at the Mary Garden with the teacher on yard duty.
- Ball games are not permitted.
- MacBooks or electronic devices are not to be opened.
- Students are to act appropriately in accordance with the asphalt rules.
- The teacher takes any students to After School Care if parents have not arrived within a reasonable time- 15 minutes after the bell.





# **EMMAUS CATHOLIC PRIMARY** **SCHOOL RULES**

- 1. Follow Instructions**
- 2. Keep hands, feet and objects to yourself.**
- 3. Speak appropriately**
- 4. Listen to the speaker**
- 5. Move Safely**
- 6. Treat all property with care**



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# **EMMAUS CATHOLIC PARISH PRIMARY SCHOOL ICT POLICY**

- 1. OUTLINES AND EXPECTATIONS**
- 2. USER AGREEMENT YEAR 5 AND 6  
MACBOOK 1:1 PROGRAM**
- 3. TEACHER USER AGREEMENT**
- 4. MACBOOK PERSONALISATION POLICY**
- 5. FLEXIBLE DISTANCE LEARNING EMAIL  
POLICY**



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# EMMAUS

## Outlines & Expectations

### 7.a

# Outline & Expectations

## 1. Appropriate Use of Resources

Information Communication Technology (ICT) is a wonderful tool for learning. The use of the ICT however, is a privilege, not a right and inappropriate use could result in the loss of this privilege. The Agreement applies to all devices that access the Internet and/or store information electronically.

## 2. Damage

Vandalism or damage to ICT, either deliberate or through neglect will result in cancellation of all privileges and the possibility of parents replacing damaged items. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Primary School ICT hardware and software. This includes the transmission of computer viruses, theft of hardware and software.

## 3. Accessing Inappropriate Material

Students will not use the ICT to access material that is inappropriate, profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people. If a student mistakenly accesses inappropriate material, she/he should immediately inform the supervising teacher. This will protect the student against a claim that such access was intentional.

## 4. Chat Rooms / Social Networking/ News Groups / Messaging

Students are not permitted to use instant messaging or social networking on school equipment.

## 5. Good Cyber Citizenship

Positive online behaviour is the ability to develop positive, appropriate and constructive online relationships with peers and family in a variety of mediums.

Students are expected to abide by the generally accepted rules of network etiquette when using Emails or other messaging systems. These include:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, or use any inappropriate language.
- Not revealing your personal address or phone number, or the address or phone number of the Primary School or members of the Primary School community.

- Not using the network in a way that causes disruption or harm to other users.
- Not using Primary School resources to spam or mass mail others.
- Not injuring the reputation of the school or those within the school community.
- Not using the Internet to harass or bully others.
- Not using the Internet to impersonate someone.
- Not use or knowingly access inappropriate digital images, audio and video.

## 6. Occupational Health & Safety

Emmaus Catholic Primary School encourages all users to read Tips for Laptop Users OH&S Policy. Additionally, all users should consider the following;

- When using the laptop, place it on a table never on the floor.
- Never place the laptop on your lap, as the transmission from the laptop may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys. Take a break every 30 minutes of use.

## 7. Storage of Work

Students are responsible for the careful storage and backing up of their own work. The Primary School accepts no responsibility for files lost or altered due to problems with our infrastructure or hardware. Hard drives (MacBook) or cloud storage (Google Drive) may be treated like school lockers in that Staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on their MacBook are private.

## 8. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students.

Students have no expectation of privacy in their use of school computers, including email and stored files.

## 9. Cyberbullying and Defamation

### **Online Bullying**

Online bullying is bullying carried out through the internet or mobile devices. Online bullying is also sometimes called cyberbullying.

Online bullying can include:

- sending insulting or threatening messages
- posting unkind messages or inappropriate images on social networking sites
- excluding others from online chats or other communication

- inappropriate image tagging
- sharing someone's personal or embarrassing information online
- creating hate sites or starting social exclusion campaigns on social networking sites
- sharing unflattering or private images, including naked or sexual images
- assuming the identity of the another person online and representing them in a negative manner or manner that may damage their relationship with others
- repeatedly, and for no strategic reason, attacking players in online gaming.

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*Bullying. No Way! 2020*

Australian defamation law dictates that a person is guilty of defamation when:

*“A person who 'publishes' and assertion of fact or a comment that: Injures - or, importantly, is 'likely' to injure -the personal, professional, trade or business reputation of an individual or a company: Exposes them to ridicule; or cause people to avoid them.”*

Emmaus Catholic Primary School recognises that the majority of cyberbullying cases occur outside of its controlled network. However, to ensure that students and parents are aware of cyberbullying and the correct actions to take, this policy includes protection for its own name, crest, students and teacher.

If a case of cyberbullying affects a student outside of the school's boundaries, the following course of action should be taken:

- The student immediately informs his/her parents/carers;
- The student immediately informs the school;
- The abuse is reported to the website owner or webmaster;
- If the concern is considered very serious then the police should be informed immediately.

A case of cyberbullying/defamation against Emmaus Catholic Primary School staff member or the Primary School occurs if:

- A video or image of an Emmaus Catholic Primary School staff member is placed on a public website without the permission of the staff member;
- Information about a staff member including their name is placed on a public website without the permission of the staff member;
- The **Emmaus Catholic Primary School** name or crest is published on a public website without the written permission of the Principal.

Emmaus Catholic Primary School will not tolerate students using ICT to bully or harass others. Students found engaging in such activities will be dealt with in the strongest possible terms.

Annual cybersafety sessions are conducted for students, staff and parents.

## 10. Downloading Etiquette

Students will not download large files unless it is absolutely necessary, Check with your teacher before proceeding. Each year level will have a specified amount that students in that year level can download.

## 11. Copyright

Students must not copy data found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. In completing assignments, references to such sources should be provided in the bibliography.

- Students will respect the rights of copyright holders. Infringing copyright is illegal. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Copyright includes but is not limited to:
- Copying software owned by the Primary School or by using Primary School resources:
- Downloading software without direct approval of a staff member;
- Copying images, clipart or art works;
- Using Primary School ICT resources to obtain program cracks;
- Installing software on MacBooks;
- Downloading or copying music from the Internet or CD.

## 12. Protection of Identity

Students should make every effort to protect their identity and the identity of the school through email and the Internet. That information includes name, age, address, phone number, photographs or parents' names. Identity theft is a growing problem and it is better to safe guard your information. Note: Student IDs should be represented with an avatar.

## 13. Personal Devices

- Personal devices are not to be brought to school unless written a member of Emmaus Catholic Primary School staff has given permission. Any personal devices brought to school are not the responsibility of Emmaus Catholic Primary School.
- Videos/images of Emmaus Catholic Primary School name/crest/staff and students are not to be stored on personal electronic devices.

## 14. Passwords

Students have been given a password and it is your responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately. At no stage what so ever are you to use another individual's login and password.

## 15. Email

The use of email during class is prohibited unless authorized by your class teacher. Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail. Students are prohibited from accessing anyone else's e-mail account. E-mail rules should be observed. In general, only messages that one would communicate to the recipient in person should be written. Only approved mail programs may be used for student mail. School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of the ICT Coordinator or teacher. Only school-related attachments may be sent on the school e-mail system.

## 16. Audio and Video

Audio on computers should be turned off unless required for the activity being conducted. Listening to music either aloud or with earphones is not permitted in class unless required for the activity being conducted or class teacher gives permission. When sound is needed, headphones provided by the student must be used. The use of laptops to watch movies and DVD videos, unless assigned by a teacher is not permitted during the school day. Any audio or video recording may be done only with the prior permission of all parties being recorded. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences. This includes music on USB devices.

## 17. Games

Downloading, viewing and/or playing of electronic games is not permitted except as part of an assigned, in-class activity, this includes games on USB devices. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program. No games that are "played" over the school network are allowed. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or "played" on school computers, including the laptops. Screensavers that include gaming components are not allowed.

## 18. MacBooks

Emmaus Catholic Primary School provided MacBooks must be in a student's possession or secured in a locked classroom in the MacBook Recharge Trolley at all times. They must not be lent to other students\*. MacBook's must be carried and transported appropriately on school grounds in their approved cases at all times. No food or drinks should be in the vicinity of the MacBook's. MacBook's should be handled with respect and care. MacBook's are not to be written on, to have stickers applied to them, or to be defaced in any way. Don't remove, move or write on the identification sticker on your MacBook. Don't remove, move or write on the Bag ID tag attached to your MacBook bag. *\* During the Covid 19 instruction for students to stay at home, students are permitted to share their MacBooks with younger siblings/*

## 19. Network Access

Students must not make any attempt to access network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Students may not use the



school network for personal or private business reasons. Students are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, installing computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws. Emmaus Catholic Primary School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

## 20. File Sharing

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing. File sharing of any kind is prohibited both at school and at home. The only exception to this is when it is a specific assignment given by the ICT coordinator. The only exception for file sharing is the use of GAFE and AirDrop for educational purposes only.

## 21. Downloading and Loading of Software

All installed software must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program. Copyrighted movies may not be "ripped" from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet. Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

## 22. Screensavers and Desktops

School rules and the Emmaus Catholic Primary School emblem are to be used only. Inappropriate or copyrighted media may not be used as a screensaver. MacBook provided desktops and family photos or created images are encouraged. Presence of weapons, inappropriate images, inappropriate language, alcohol, drug, gang related symbols or pictures, will result in disciplinary actions.

## 23. Internet Use

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.

Students must not access, display, or store this type of material. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or

ICT Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

## 24. Consequences

The school reserves the right to enforce appropriate consequences for the violation of any section of the ICT Policy. Such consequences will include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.

These consequences apply to students participating in the laptop program at Emmaus Catholic Primary School as well as to students who are using the school's laptops and computers at school.

Computers with illegal or inappropriate software or materials on them will be reformatted or "reimaged." This may be increased for repeat violations. In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop.

Students are to report any known violations of this ICT Policy to appropriate administrative staff members. Random checks of student laptops will be conducted throughout the year to ensure that these policies are being followed.

Emmaus Catholic Primary School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network.

If you are unsure about the application of any of the above rules, check with your ICT teacher first.

## 24. Specific to MacBook

- I will adhere to the terms of the Outline and Expectations Policy,
- I will recharge the MacBook each night and bring it to school each day.
- I will not scratch, write on or stick anything on the MacBook.
- I will keep the MacBook in its protective case when not being used.
- I will obey to the guidelines each time the Internet is used while at school or at home.
- I will make the MacBook available for inspection by an adult upon request,
- I will use appropriate language in all communications.
- I will abide by copyright laws.
- I will use my legal name in all educational activities.
- I will not give out personal information.
- I will not change or attempt to change the configuration of the software.
- I will report all problems and damage immediately to a teacher
- I will not download any programs from the Internet or other sources.
- I will not attempt to remove any program or files on the MacBook except for personal documents.
- I will not attempt to repair, alter or make additions to the MacBook.
- I will be a good online citizen (no harassing or bullying),
- I will not allow any person other than myself to use the MacBook, which has been loaned to me.  
\*Except in the Covid-19 situation where you may share it with a younger sibling.
- I will not bring external USB/flashdrive from home.
- I will not download videos/songs/games from home
- Should I leave the Primary School for any reason, I will return the MacBook to the Primary School in good working order.

## 26. Parent / Student Agreement

Emmaus Catholic Primary School Primary School makes no warranties of any kind, whether expressed or implied for the service it is providing.

The Primary School does not have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The Internet user is responsible for NOT pursuing material that could be considered offensive.

The Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its service and assumes no responsibility for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions or alterations, even if these disruptions arise from circumstances under the control of the Primary School.

It is also understood that the Primary School checks student activity, on a random basis, both on the Internet through 'monitoring systems' and whilst students are on the computer. As an added safety feature, any emails that are sent which contain profane language are blocked and are sent to the Primary School Administration email address and are dealt with according to the terms of this policy. These monitoring devices have been put in place to ensure your son/daughters safety whilst using the ICT facilities available at **Emmaus Catholic Primary School**.

Before using the Emmaus Catholic Primary School Internet and Computer network facility, both the student and a parent/carer must sign below indicating that you and your child are aware of and agree to abide by the above requirements.

You also understand that from time to time the Primary School can make amendments to the policy. Any amendments will be communicated through the Primary School Website.

# PLEASE SIGN AND RETURN TO EMMAUS Year 5 and 6 MacBook Program

I have read and understand the **Emmaus Catholic Primary School** Outlines and Expectations Policy. I agree to act within the parameters of this agreement at all times. I understand that this specifies that the MacBook loaned to me is a privilege not a right.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read the **Emmaus Catholic Primary School** Outlines and Expectations Policy and will work with my Son / Daughter to ensure it is upheld. I understand that this specifies that the MacBook loaned to my child is a privilege not a right.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Emmaus Catholic Parish Primary School Sydenham**

Emmaus Catholic Parish Primary School has a commitment to the care, safety and wellbeing of children.

**EMMAUS**

**1:1 Program**

**User Agreement**

**YEAR 5 and 6**

**STUDENTS**

**7.b**

# Emmaus Catholic Primary School's 1:1 Program

## 1. Parties to the Agreement

This agreement is between

\_\_\_\_\_ (Student) and \_\_\_\_\_ (Parent / Guardian);

and Emmaus Catholic Primary School.

## 2. Purpose of Agreement

This agreement outlines the responsibilities of students and parents / guardians in relation to the 1:1 Program.

Emmaus Catholic Primary School has entered into commercial arrangements with suppliers, financiers and parents in order to facilitate the 1:1 MacBook Program.

## 3. Participation

All students from Grades 5 and 6 will participate in the 1:1 Program.

## 4. Exclusive Use

The student will be provided with a MacBook for the time they are in Grade 5 and 6. The MacBook is only to be used by the student named in this agreement. \* *Exception for Covid-19 Pandemic where student can share MacBook with younger sibling.* The student must use the MacBook for school related activities and follow the Emmaus Catholic Primary School's ICT policies at all times.

## 5. Responsibilities with respect to the 1:1 Program

### ***5.1 The Responsibility of the School***

Include

- Striving to enhance learning through the use of ICT in the Primary School
- Responding to enquiries from parents or students in regard to the Primary School's 1-1 Programme
- Maintaining a copy of the relevant policies and signed agreements on file

### ***5.1 The Responsibility of the Parents/Guardians***

Include

- Being aware of and familiar with the provisions of the Primary Schools 1-1 Programme documents;
- Supporting the Primary School's 1-1 Programme by ensuring that their children abide by all conditions/responsibilities; and
- Compliance with the ICT policies and procedures as set out in the ICT Outlines and Expectations document and 1-1 Programme.

## **5.2 The Responsibility of the Students**

Include

- Being aware of and familiar with the provisions of the Primary School's 1-1 Programme documents; and
- Support the Primary School's 1-1 Programme by abiding by all conditions/responsibilities and compliance with the ICT policies and procedures as set out in the ICT Manual and 1-1 Programme
- Taking particular care for the safety and security of the MacBook at all times
- Bringing the MacBook to school every day fully charged and ready for learning.
- Regularly backing up their data

## **6. Breaches of the Acceptable User Agreement**

Following the guidelines will help ensure a positive, supportive and productive learning environment for all students. Misuse of any ICT resources (e.g. MacBook, Internet Access, E-mail) may result in temporary or permanent removal of some or all ICT privileges following;

- A discussion with the student;
- Informing parents/legal guardian;
- Loss or suspension of student access to school ICT network, resources or facilities;
- Taking disciplinary action;
- Recovery of any incurred costs;
- Legal action, civil or criminal, as deemed necessary;
- Remove a laptop and any other equipment from student's possession and cancel this agreement.
- Cancel this agreement.

## **7. Equipment**

### ***7.1 The following items are included in the Acceptable User Agreement***

- One Apple 13inch MacBook Air
- One MacBook 13inch snap on protective casing
- One Power Pack
- One MacBook Bag
- Operating System as per specifications; and
- Software as outlined below in Section 9

### ***7.2 The following items are not included in the Acceptable User Agreement***

- Internet access at home
- Software required for personal use; and
- Excess internet and printing costs onsite

## 8. Software

Additional software is not to be installed on the MacBook without permission of the school. This includes running software such as games from USBs (this does not include installing home printer drivers or setting the MacBook up for access to home Internet).

Software
MacOSX10.14.6 (operating system) Mojave
iWorks - Pages, Numbers and Keynote
iLife – iphoto, imovie, garageband, iTunes
Microsoft Office Suite- Word, Excel PowerPoint Scratch,
Safari Google Chrome

NOTE:

System preferences are not to be changed without permission of the school.

## 9. Financial Arrangements

### **9.1 Ownership and Responsibility**

Emmaus Catholic Primary School will purchase the Equipment and the families will bear the responsibility for the care, maintenance and correct usage of the machine .

### **9.2 Insurance**

This comprehensive insurance policy has been designed to make insuring your new mobile technology convenient and easy.

#### **What is covered?**

- ✓ Policy is underwritten by CCI Insurance and covers;
  - Accidental damage and fire
  - Theft - from the school or any organized school event - from a secure premises – from a locked vehicle – in transit as long as it is being attended by the user

**EXCESS-** \$180 per claim (payable by student/parent prior to repairs being carried out).

In all cases of damage, the parent / guardian and student is required to submit a written report of the cause of the damage. The school, and in some cases the insurance company, may further investigate each claim to determine the cause of the problem.

## 10. Servicing

All servicing is to be carried out by Emmaus Catholic Primary School or its agents. The school will endeavour to have the MacBook returned to the student as soon as possible.

## 11. Notifications



If stolen, a police report is required as soon as possible. If lost or damaged at school, the student must report it to the Emmaus Catholic Primary School Office immediately on the same day.

## 12. Costs

For 2020, an IT Levy of **\$260** is payable for each student attending Emmaus Catholic Primary school.

The IT Levy will be sent out as part of the School Fees statement at the start of the year.

**Note: The following items are not included in the IT Levy.**

- Insurance excess.
- Willful damage repairs.

## 13. Return of MacBook

The MacBook and all its accessories (charger base, extension cord, adapter) must be returned in good condition and working order prior to the student leaving the school or when Emmaus Catholic Primary School otherwise requests.

The school will require the MacBook to be provided to the ICT support centre at least annually for monitoring and service. The MacBook may be requested at other times for inspection and for routine or unforeseen maintenance needs.

# Acceptable User Agreement Acknowledgement and Acceptance

## PLEASE SIGN AND RETURN TO EMMAUS

### 14. Acknowledgement and Acceptance

#### 14.1 Date of Execution

The date of execution of this agreement is the date of signing below.

#### 14.2 Parent/Guardian's Acknowledgment and Acceptance

I acknowledge and agree:

- To the provisions of this agreement, the Emmaus Catholic Primary School Acceptable Use Agreement and MacBook Personalisation Policy;
- That I have read the responsibilities outlined in this agreement and MacBook Personalisation Policy;
- To accept my responsibilities in using the school's network, resources and facilities;
- That, in the event of loss or damage, I will be liable to pay the insurance excess amount;
- That, in the event of willful damage, I will be liable for the cost of the repairs of the laptop and any other equipment;
- To pay the financial cost of the 1:1 Program in accordance with the payment terms;
- That, should I breach this agreement, consequences may apply;
- To attend a compulsory "Cyber Safety" presentation held at one of the Federation Primary Schools (Sacred Heart, Emmaus, Cana). I understand that failure to attend a "Cyber Safety" presentation will result in restrictions associated with the use of the MacBook.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### 14.3 Student's Acknowledgment and Acceptance





I acknowledge and agree:

- To the provisions of this agreement, the Emmaus Catholic Primary School Acceptable Use Agreement and MacBook Personalisation Policy;
- That I have read the responsibilities outlined in this agreement and MacBook Personalisation Policy;
- To accept my responsibilities in using the school's network, resources and facilities;
- That, in the event of loss or damage, I will be liable to pay the insurance excess amount.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Receipt of Received Goods

<b>Macbook with Protective Plastic Case</b>	<b>Carry Bag To be given out Term 2, 2020</b>	<b>Power Pack (Charger)</b>	<b>Small Adapter</b>
			

I have received the above named items -

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **14.4 Emmaus Catholic Primary School's Acknowledgment and Acceptance**

Signed on behalf of Emmaus Catholic Primary School

Name & Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Emmaus Catholic Parish Primary School Sydenham**

Emmaus Catholic Parish Primary School has a commitment to the care, safety and wellbeing of children.

**EMMAUS**

**TEACHER**

**Acceptable Use Agreement**

**7.c**

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# 1. Appropriate Use of Resources

Information Communication Technology (ICT) is a wonderful tool for learning. The use of the ICT however, is a privilege, not a right. and inappropriate use could result in the loss of this privilege. The Agreement applies to all devices that access the Internet and/or store information electronically.

# 2. Damage

Vandalism or damage to ICT, either deliberate or through neglect will result in cancellation of all privileges and the possibility of replacing damaged items. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, Primary School ICT hardware and software. This includes the transmission of computer viruses, theft of hardware and software.

# 3. Accessing Inappropriate Material

Teachers will not use the ICT to access material that is inappropriate, profane or obscene (pornography) that advocates illegal acts, or that advocates violence or discrimination towards other people. If a teacher mistakenly accesses inappropriate material, she/he should immediately inform the IT Manager. This will protect the teacher against a claim that such access was intentional.

# 4. Chat Rooms/ News Groups/ Messaging

Teachers are not permitted to use instant messaging or social networking sites during the school day.

# 5. Good Cyber-Citizenship

- Teachers are expected to abide by the generally accepted rules of network etiquette when using Emails or other messaging systems. These include:
- Being polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, or use any inappropriate language.
- Not using the network in such a way to cause disruption or harm to other users.
- Not using Primary School resources to spam or mass mail others.
- Not injuring the reputation of the school or those within the school community.
- Not using the internet to harass or bully others.
- Not using the internet to impersonate someone.

# 6. Occupational Health and Safety

- When using the laptop, place it on a table.
- Never place the laptop on your lap, as the transmission from the laptop may be harmful to sensitive organs.
- Sit at the correct height to allow your elbows to be bent at right angles and your wrists straight. Your hands and wrist must clear the desk and keyboard, with only your fingers touching the keys. Take a break every 50 minutes of use

## 7. Storage of Work

Teachers are responsible for the careful storage and backing up of their own work onto network shares. The Primary School accepts no responsibility for files lost or altered due to problems with our infrastructure or hardware. Users should not expect that files stored on their MacBook are private.

## 8. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by Teachers.

Teachers have no expectation of privacy in their use of school computers, including email and stored files.

## 9. Cyberbullying and Defamation

The Police Force defines cyberbullying as 'the use of e-mail, instant messaging, chat rooms, pagers, cell phones or other forms of information technology to deliberately harass, threaten, or intimidate someone.' Australian defamation law dictates that a person is guilty of defamation when: 'a person who 'publishes' and assertion of fact or a comment that:'

Injures - or, importantly, is 'likely' to injure -the personal, professional, trade or business reputation of an individual or a company:

Exposes them to ridicule; or cause people to avoid them.

**EMMAUS** recognises that the majority of cyberbullying cases occur outside of its controlled network. However to ensure that students and parents are aware of cyberbullying and the correct actions to take, this policy includes protection for its own name, crest, students and teacher.

If a case of cyberbullying affects a staff member outside of the school's boundaries the following course of action should be taken:

- The staff member immediately informs the Principal;
- The abuse is reported to the website owner or webmaster;
- If the concern is considered very serious then the police should be informed immediately.

A case of cyberbullying/defamation against **EMMAUS** staff member or the Primary School occurs if:

- A video or image of a **EMMAUS** Primary School staff member is placed on a public website without the permission of the staff member;
- Information about a staff member including their name is placed on a public website without the permission of the staff member;
- The **EMMAUS** name or crest is published on a public website without the written permission of the Principal.

The Primary School will not tolerate Teachers using ICT to bully or harass others. Teachers found engaging in such activities will be dealt with in the strongest possible terms.

## 10. Downloading Etiquette

Teachers will not download large files unless it is absolutely necessary, Check with your ICT Manager before proceeding.

## 11. Copyright

Teachers must not copy data found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. In completing assignments, references to such sources should be provided in the bibliography.

- Teachers will respect the rights of copyright holders. In some cases infringing copyright is illegal. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Copyright includes but is not limited to:
- Copying software owned by the Primary School or by using Primary School resources;
- Downloading software without direct approval of the ICT Manager;
- Copying images, clipart or art works;
- Using Primary School ICT resources to obtain program cracks;
- Installing unauthorised software on Primary School computers;
- Illegally downloading or copying music from the Internet.

## 12. Protection of Identity

Teachers should make every effort to protect their identity through email and the internet. Identity theft is a growing problem and it is better to safe guard your information

## 13. Passwords

Teachers have been given a password and it is your responsibility to keep it secret. If anyone finds out your password, it is your responsibility to change this immediately. At no stage what so ever are you to use another individual's login and password.

## 14. Email

Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail. Staff are prohibited from accessing anyone else's e-mail account. E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written. Only approved mail programs may be used for student mail. School email addresses are not to be



given to ANY websites, companies, or other third parties without the explicit permission of the ICT Manager. Only school-related attachments may be sent on the school e-mail system.

## 15. Audio and Video

Audio on computers should be turned off unless required for the activity being conducted. Any audio or video recording may be done only with the prior permission of all parties being recorded. Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

## 16. Games

The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program. No games that are “played” over the school network are allowed. Games that include violence, adult content, inappropriate language, and weapons are not to be installed or “played” on school computers, including the laptops. Screensavers that include gaming components are not allowed.

## 17. MacBooks

Emmaus Catholic Primary School provided MacBook's must be in a Teacher's possession or secured in a laptop bag when not in use. They must not be lent to other students. MacBook's must be carried and transported appropriately on school grounds in their approved cases at all times. No food or drinks should be in the vicinity of the MacBook's. MacBook's should be handled with respect and care. MacBook's are not to be written on, to have stickers applied to them, or to be defaced in any way. Don't remove, move or write on the identification sticker on your MacBook. Don't remove, move or write on the Bag ID tag attached to your MacBook bag.

## 18. Network Access

Teachers must not make any attempt to access network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited. Teachers may not use the school network for personal or private business reasons. Teachers are not to knowingly degrade or disrupt online services. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws. EMMAUS Primary School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

## 19. File Sharing

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing. File sharing of any kind is prohibited both at school and at home. The only exception to this is when it is a specific assignment given by the ICT Manager.

## 20. Downloading and Loading of Software

All installed software must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program. Copyrighted movies may not be "ripped" from DVDs and placed on the laptops nor may copyrighted movies be downloaded to the laptops from the Internet, Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the laptops.

## 21. Screensavers

Inappropriate or copyrighted media may not be used as a screensaver. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

## 22. Internet Use

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.

## 23. Consequences

The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.

These consequences apply to all Staff at EMMAUS Primary School.

Computers with illegal or inappropriate software or materials on them will be reformatted or "reimaged". In the case of repeated laptop abuse and/or damages, the school has the right to revoke the use of the school's laptop. Teachers are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of teacher laptops will be conducted throughout the year to ensure that these policies are being followed.

EMMAUS Primary School takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the school's network. If you are unsure about the application of any of the above rules, check with your ICT Manager first.

## 24. Specific to MacBook

I will adhere to the terms of the Teacher Acceptable Use of ICT Agreement,  
I will recharge the MacBook each night and bring it to school each day.  
I will not scratch, write on or stick anything on the MacBook.  
I will keep the MacBook in its protective case when not being used.  
I will obey to the guidelines each time the Internet is used while at school or at home.  
I will make the MacBook available for inspection by the ICT Manager upon request,  
I will use appropriate language in all communications.  
I will abide by copyright laws.  
I will use my legal name in all educational activities.  
I will not give out personal information.  
I will not change or attempt to change the configuration of the software  
I will report all problems and damage immediately to a team teacher  
I will not download any programs from the Internet or other sources.  
I will not attempt to remove any program or files on the MacBook except for personal documents.  
I will not install any additional software on my MacBook without written approval from the ICT Manager.  
I will not attempt to repair, alter or make additions to the MacBook.  
I will be a good online citizen (no harassing or bullying),  
I will not allow any person other than myself to use the MacBook, which has been loaned to me.  
Should I leave the Primary School for any reason, I will return the MacBook to the Primary School in good working order.

## 25. TEACHER AGREEMENT

EMMAUS Primary School makes no warranties of any kind, whether expressed or implied for the service it is providing.

The Primary School does not have control of the information on the Internet. Certain sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The Internet user is responsible for NOT pursuing material that could be considered offensive.

The Primary School specifically denies any responsibility for the accuracy or quality of information obtained through its service and assumes no responsibility for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions or alterations, even if these disruptions arise from circumstances under the control of the Primary School.

It is also understood that the Primary School checks Teachers activity, on a random basis, both on the Internet through a 'user log system' and whilst Teachers are on the computer. As an added safety feature, any emails that are sent which contain profane language are blocked and are sent to the Primary School Administration email address and are dealt with according to the terms of this policy. These monitoring devices have been put in place to ensure your safety whilst using the ICT facilities available at **EMMAUS**.

Before using the EMMAUS Primary School Internet and Computer network facility, the Teacher must sign below indicating that you are aware of and agree to abide by the above requirements  
You also understand that from time to time the Primary School can make amendments to the policy. Any amendments will be communicated through the Primary School Newsletter.

## 26. Agreement: To be returned to EMMAUS

*Emmaus Catholic Primary School has a commitment to the care, safety and wellbeing of children.*

I have read and understand the **EMMAUS Acceptable Use Agreement**. I agree to act within the parameters of this agreement at all times.

Teacher Name:

Teacher Signature:

Date:



# Emmaus MacBook and Google Account Personalisation Policy

**Rationale:** The Year 5 and 6 1-1 MacBook program is for educational use only.

The MacBook is owned and maintained by the School, therefore only small personalisation changes are permitted.

## MacBook (Year 5 and 6)

1. MacBook User Picture- Students may only use from the MacBook menu. No other pictures are allowed. No pictures of students' faces.
2. Desktop and Screensaver- Students may only use Desktop pictures from the Apple menu.  
In Year 6, students are permitted to use the Desktop background that they have created in their Cyber-safety lesson. No other Desktop backgrounds are permitted.
3. No other changes in the System Preferences are permitted. e.g. The size of the mouse pointer, track pads/speed are to be left at the default setting. No changes to dock size, highlight colour or Folder picture on desktop.
4. No stickers or pictures to be placed onto of or in-between the MacBook case.

## Google Account

### All students from Year Prep-6 now have a Gmail account activated

1. Google ID Picture- must not be students' own photo. Students may select only from the default Google Photo image choices.
2. Google Theme. Students may select an appropriate Google browser theme that is approved by their teacher.
3. Google Mail theme: Students may select an appropriate Google Mail theme that is approved by their teacher.
4. No extensions or downloads in Google are permitted.

**No other changes on MacBook or Chrome are permitted.**

## Consequences

- Unauthorised changes will result in MacBook reset to default.
- Restricted use of MacBook- Can not take home.
- Confiscation of MacBook.

This Policy was reviewed in...

**April 2020**



## Emmaus Catholic Parish Primary School Sydenham

Emmaus Catholic Parish Primary School has a commitment to the care, safety and wellbeing of children.

# Flexible Distance Learning Student Email Policy

**AIMS:** Emmaus Catholic Parish Primary School Sydenham is an ICON School (Integrated Catholic Online Network). ICON provides every student at Emmaus with their own email so that they can access Google Suite apps such as Google Docs, Gmail, Google Meet, Sheets, Forms, Classroom, Drives, Calendar and Slides and Hapara: an online learning management tool.

Typically, students in Year 5 and 6 have their email activated. In response to the current needs of the school community, Prep to Year 4 emails have also been activated. This is for the purpose of Emmaus students being able to access Hapara and email their teacher for education related purposes.

We will be using Google Meet for teachers to video conference 1-1 with students beginning from Term 2, Week 3-4. This video conference will be a short well-being check in and will require a parent present during the conference. The teacher will organise a time to conference with your child. The teacher will email a Google Meet "Password/Nickname" so that the child can join. **A more detailed plan and tutorial will be delivered soon.** Please email your child's teacher if you do not wish your child to participate in a video conference.

### Students may use their school email to:

- Email their teacher work or questions relating to School only.
- Access Hapara at [mystudentdashboard.com](https://mystudentdashboard.com)
- In Years Prep to 4: Parents/carers need to assist their child in composing, checking and authorising any emails sent.
- In Year 5 and 6-parents/carers must authorise any emails sent.
- Take a photo of their work alone or with themselves and send it to their teacher or submit it to Hapara as evidence. Please email your child's teacher if you do not wish your child to do this.

### Students may not use their school email to:

- Email classmates- unless specifically directed by their teacher for the purpose of a particular lesson.
- Email anyone outside of Emmaus Staff.
- Use their school email to sign up for websites, unauthorised apps, competitions, use their email for SPAM etc.
- Tell others their email password or pass on personal information.
- Add extensions to their Chrome account other than Hapara.
- Use Google Hangouts until further notice.

If your child breaches these rules their email account will be deactivated.

### Other Information

All emails sent and received are monitored by the school.

Teachers will respond to any emails from parents and students during regular school hours of **8.30-5pm Monday to Friday.**

If a student is unable to log in to their email or they have lost/forgotten their password their parent/carer will need to contact the ICT Leader: Laura Chamberlain at

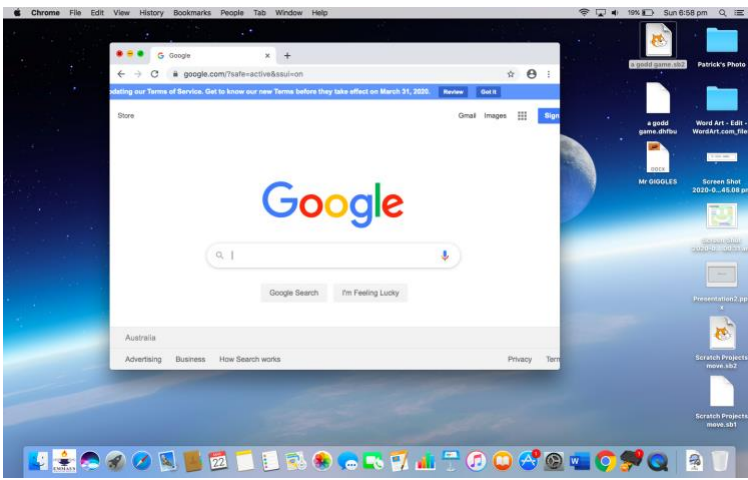
[laura.chamberlain@emsydenham.catholic.edu.au](mailto:laura.chamberlain@emsydenham.catholic.edu.au) from Monday-Thursday from **8.30am-5pm** and it can be reset.

**Policy activated: March 22 2020- Updated April 9 2020**

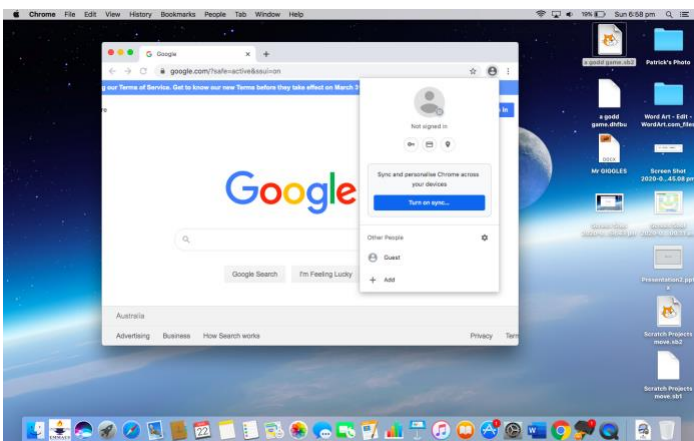
For those parents and students who are unfamiliar with Hapara an online tutorial is available on Youtube at <https://www.youtube.com/watch?v=Ok9MSNM8c2Y>

# How to get access to Emmaus Student Gmail and Hapara

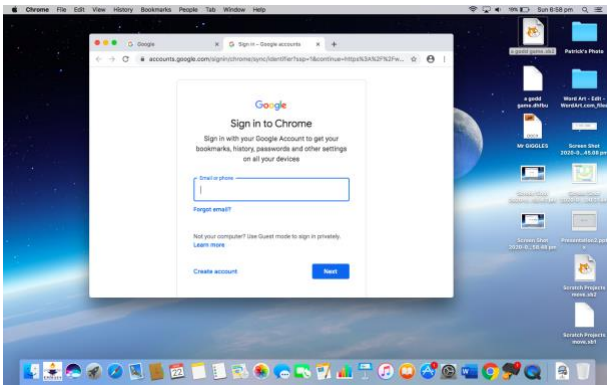
1. To sign into Google: Go to Google Chrome or Safari and type “Google”



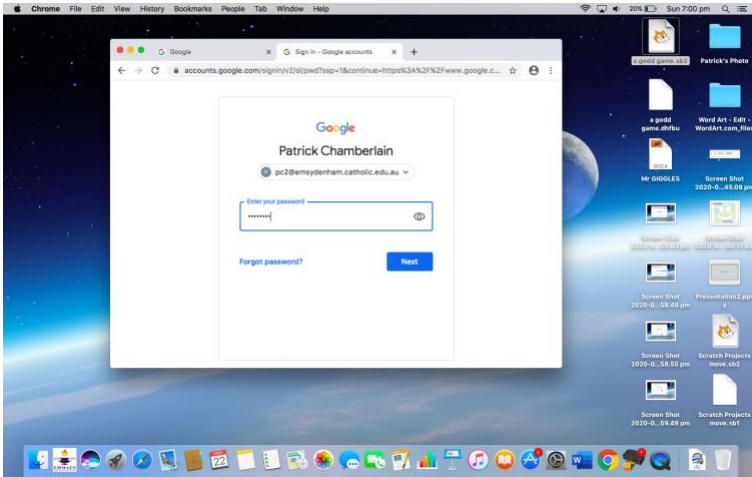
2. Click on the person in the top right hand corner- click “Turn on Sync”



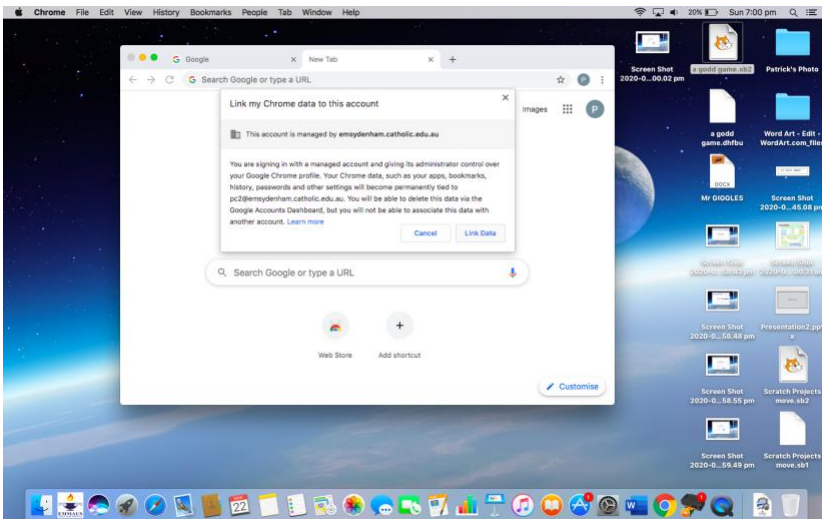
3. Sign in to Google Chrome by entering the student email address.



#### 4. Now type in the password

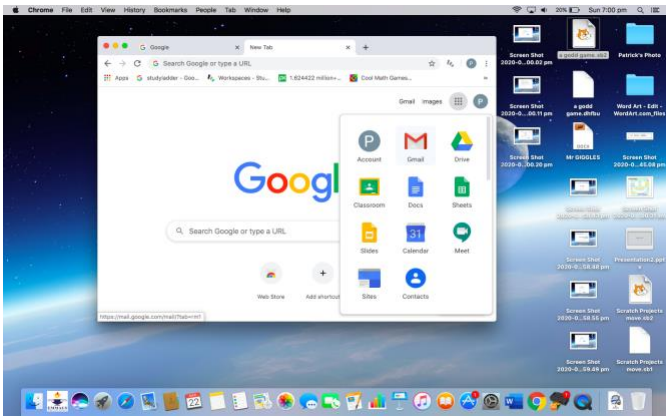


#### 5. Chrome will ask you to link the data- click "Link Data"

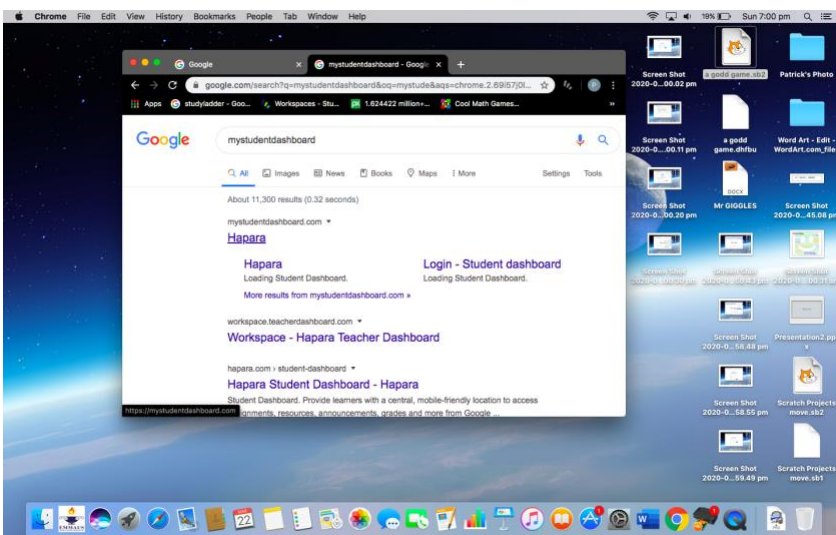


#### 6. You now have access to Gmail, Drive, Google Docs, Sheets etc

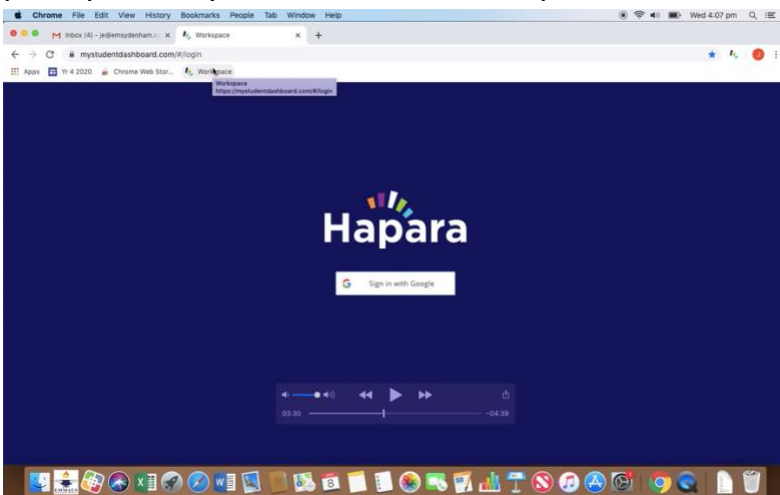


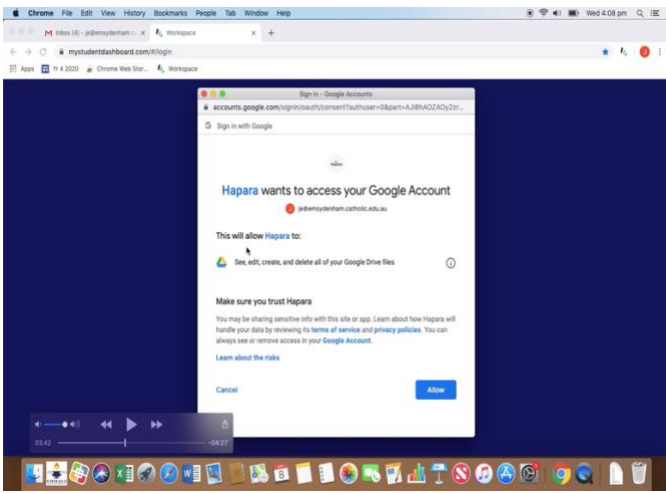


## 7. To access Hapara type: mystudentdashboard

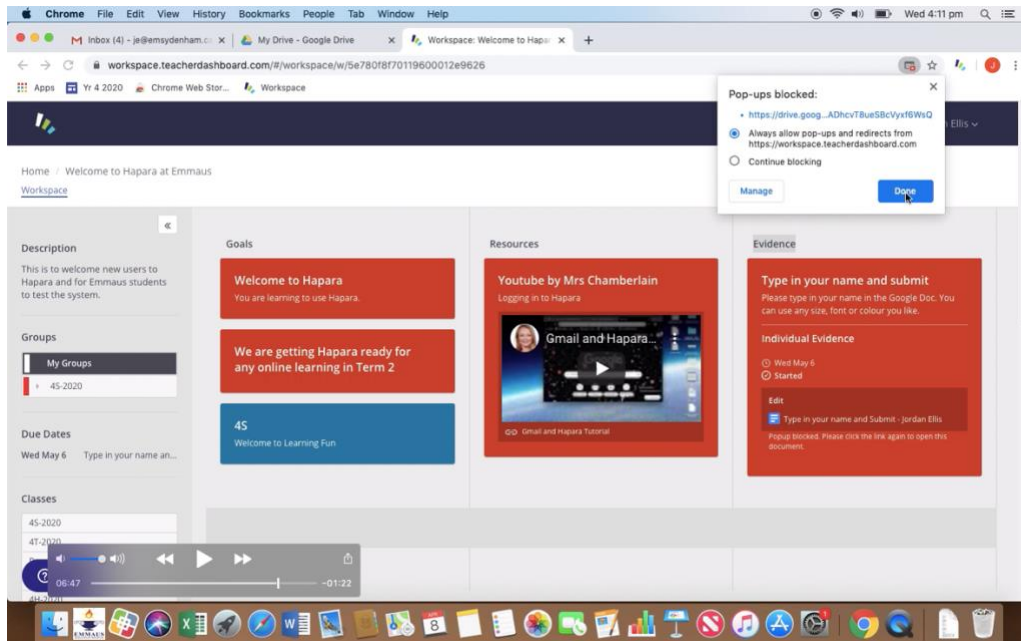


8. You may get a blue screen with a button asking you to “Sign in with Google” follow the prompts and you have access to Hapara Dashboard.





When opening a Google Doc for the first time in Hapara, you may get a “pop up block” in the top right hand corner. Click on it and select, “Always Allow”.





## **Emmaus Catholic Parish Primary School Sydenham**

Emmaus Catholic Parish Primary School has a commitment to the care, safety and wellbeing of children.

### **Be a responsible user of technology Online etiquette and expectations for students**

As we commence the Flexible Distance Learning at **Emmaus Catholic Parish Primary School**, we need to remember that this a new method of learning for all.

Let us be understanding, tolerant and respectful of each other as we work in partnership through this process.

We ask you to remember that what applies in the classroom, applies online in terms of your behaviour, participation and completion of work.

Our eSmart and Cyber Safety Policy reminds us that we always treat one another with dignity and respect.

#### **Online etiquette and expectations for students when Video Conferencing (Google Meet) with their teacher.**

##### **1 . Open and appropriate spaces for learning**

- You should only engage in audio and video conferences from an open, quiet and appropriate space outside of your bedroom.
- Minimise what is behind you - a blank wall is preferable.
- Have a parent/guardian accompany you during the conference.
- Check that your video and audio work correctly – it is good to use a microphone headset if you have one.

##### **2. Communication during the online conference**

- Use appropriate language when communicating (speaking/writing messages) online with your teachers and your classmates.
- Behave appropriately in accordance with school rules, expectations and classroom agreements.
- The tone of your language needs to be appropriate to the task and lesson you are completing. This is no different to a normal classroom.
- Do not have other programs, games, apps etc. running in the background, unless directed by your teacher to do so.
- Be on time in joining the online conference.
- Make sure your class notes and other resources are accessible.
- Mute your microphone prior to commencing the class and activate as required.
- Be prepared to participate in the online class through audio and other means.
- Remain calm: if you experience a technology fail or feel frustrated, be patient with yourself and your teacher. This is new. Everyone is adjusting. You may need to shut the program down and start again.

##### **3. Online safety**

###### **a. Planning for safety**

- Ensure your parents and family members are aware of the school expectations when working online.
- Talk with your parents and develop family expectations for screen time, sharing working spaces, using security controls and boundaries for social media use.
- Refer to the [Top 5 online safety tips for kids](#) and consider developing a personal safety plan. Discuss and share this with your family.

- Use only credible sources for content searches online.

#### **b. What to do if you feel unsafe online**

- If you feel unsafe online or an incident occurs, stay calm and don't try to deal with the situation alone.
- Let your parents/carers, teacher or other adult know as soon as possible. They will be able to assist you to report the incident **following school procedures** or by [making a report to the eSafety Commissioner](#).

#### **c. Respectful online participation for learning and wellbeing**

- All video and emails will be monitored. Please remember to act within school expectations.
- Whatever goes online, stays online. Take pride in yourself as a member of the **Emmaus Catholic Parish Primary School** community.
- **You must not:**
  - re-post a message that was sent to you privately, without the permission of the sender.
  - take or distribute photos, sound or video recordings of anyone connected to the **Emmaus Catholic Parish Primary School** or other people, including background figures and voices, without their express written permission.
  - upload/post/email images, video or sound, containing members of **Emmaus Catholic Parish Primary School** staff and students onto social media platforms (e.g. Snapchat, TikTok, Facebook, YouTube) or any other website or app, without their authorisation and the authorisation of the **Emmaus Catholic Parish Primary School**.
  - make deliberate attempts to disrupt other people's use of ICT.
  - make a request or respond to a request from teachers, counsellors, administrators and other school staff to be 'friends' on social media.

#### **4. Privacy**

Our school eSmart and Cybersafety Policy and ICT Agreement requires you to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

**Emmaus Catholic Parish Primary School** stress that you take responsibility for the security of your device (e.g. computer, ipad, phone) and not allow it to be used by an unauthorised party.

#### **5. Tech Support**

[laura.chamberlain@emsydenham.catholic.edu.au](mailto:laura.chamberlain@emsydenham.catholic.edu.au) Monday-Thursday 8.30am-4.30pm



**EMMAUS CATHOLIC PRIMARY SCHOOL  
370 SYDENHAM ROAD, SYDENHAM**

**ANNUAL PHOTOGRAPH & VIDEO PERMISSION FORM 2020**

Tuesday February 4, 2020

**Dear Parent/Guardian,**

At certain times throughout the year, our students may have the opportunity to be photographed and /or videoed for our school publications, such as the school's newsletter, School Community Report to parents, Emmaus website, or to promote the school in local newspapers and media. The photos on the Emmaus website may be there for up to 4 years.

The Catholic Education Office Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also require student photographs in print and online promotional and educational materials.

Permission is required for a student's photograph to be used for the above purposes. Please complete the Permission form below and return to the school as soon as possible.

Thank you for your continued support.

-----  
**STUDENT'S NAME:** \_\_\_\_\_ **YEAR LEVEL:** \_\_\_\_\_

I give permission for my child's photo and name to be published in:

- **The school website and social publications**
- **Promotional materials**
- **Newspapers and other media.**
  
- I give permission for a photograph of my child to be used by the CEM/CECV for online and printed promotional and educational materials without acknowledgment, remuneration or compensation.
  
- **I authorise** the CEM/CECV to use the photograph in material available free of charge to schools and education departments around Australia for the CEM/CECV's promotional and educational purposes.
  
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licenced material wholly and freely for educational purposes.

Name of Parent / Guardian  
(please circle ) \_\_\_\_\_

**Signed:** Parent/Guardian \_\_\_\_\_ **Date:** \_\_\_\_\_

*Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cwlth).*