



# St James Primary School Banora Point

## **Digital Technologies (and Social Media) Policy Acceptable Usage Agreement for Students and Parents**

This policy and student/parent user agreement are in accordance with the mandatory 2019 Digital Technologies (and Social Media) Standard Operating Procedure issued by the Catholic Education Office Lismore.

The Diocese of Lismore use G Suite for Education (Google) accounts for all students and staff. By using these Google accounts students are able to access technology tools such as Gmail, Google Classroom, Google Docs, Google Drive, and Google Sites. In addition to these technology tools, students in the Diocese of Lismore will also be able to access additional apps and extensions including but not limited to Google Blogger, Google Maps, Tour Creator, Science Journal, Text Help and Pear Deck. These are useful apps that support learning in the classroom. These are useful apps that support learning in the classroom.

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

### **Responsibility of Student Users**

As a Positive Behaviour School, St James has in place expectations for students regarding using digital technologies. As stated in our PBS Matrix, all student technology users must abide by all specific conduct requirements set out in school-specific policies in their use of digital technologies and social media including but not limited to the Internet and Intranet, email and other electronic devices including mobile phones. Students are not permitted to bring personal devices to school that can take photos or record voices including mobile phones, personal devices such as laptops, cameras, smart watches.

### **Consequences of Inappropriate Behaviour**

A user's conduct and behaviour in relation to the use of digital technologies including but not limited to email, internet, intranet and web browsing, social networking sites, mobile phones or other digital devices provided or used on-site, may be deemed inappropriate if the contents of this policy are found to have been breached. If so, an investigation of the alleged breaches may take place. This investigation will be carried out by the appropriate authoritative figure or his/her delegate. Failure to comply with this Policy may result in disciplinary action, up to and including suspension or exclusion. Breaches of the Policy may also result in referral to law enforcement agencies. Those who breach this or any other related policies may have access to these services and equipment denied or removed and be subject to disciplinary action in accordance with the stated related policies.



## **STUDENT ACCEPTABLE USAGE AGREEMENT**

As a student at St James Primary I will:

- ★ Respect myself and others when publishing or communicating with the technology
- ★ Only write things that are considerate of others feelings
- ★ Seek permission before posting information, photos or videos of others
- ★ Keep all passwords private and create strong passwords
- ★ Keep usernames and passwords secure and do not share them with anyone
- ★ Only access sites permitted and approved by my teacher
- ★ Only communicate online with people I already know in person
- ★ Immediately report anything inappropriate behaviour or content directed at me or others. to a teacher or parent
- ★ Use the internet responsibly to research and learn new skills
- ★ Use the school email only for school and learning
- ★ Treat my ipad with care and will carry it to and from school in the protective case provided
- ★ I will report any damage immediately to an adult
- ★ Use digital media tools, including Seesaw, cameras and videos only during teacher-approved activities
- ★ Create sensible, plain avatars, usernames and identities
- ★ Set social networking security settings to private
- ★ Keep personal information private
- ★ Not bring personal devices to school, such as: mobile phones