

STELLA MARIS CATHOLIC SCHOOL

POLICY: Digital Communication Technology

Hapaitia te ora tika pumau ai te rangatiratanga mo nga uri whakatipu - Foster the pathway of knowledge to strength, independence and growth for future generations

PURPOSE

To establish guidelines, procedures, protocols and expectations for appropriate use of Digital Communication Technologies for staff and students, seeking to foster a culture of successful digital citizenship in our students, staff and wider community.

School digital communication technologies are provided by the school to:

- Support and enable the effective administration of the school, meet the communication needs with the school community and administrative needs and requirements of the Ministry of Education and other agencies
- Support and enhance the professional learning, planning and teaching of the Stella Maris Teachers
- Enhance the educational outcomes of the students and prepare and support them in the use of digital technology enabling them to become competent and confident digital citizens.
- Enhance and enable effective communication via electronic mail, audio /audio visual communications (including school telephone systems, facsimiles machines and mobile phones etc), school website and other technologies deemed suitable by the principal.
- Ensure the protection of online privacy of students and staff when using school-administered networks and online resources

PROCEDURES

The school will endeavour to provide a safe and appropriate working and learning environment, including the use of Digital Communication Technologies.

To provide a safe environment the school will:

- Provide training and education in digital citizenship, appropriate use and suitable strategies for teaching and learning.
- Apply an appropriate level of filtering and monitoring as defined by the Government-approved ISP.
- Have students, parents and teachers sign the school's Bring Your Own Device (BYOD) agreement.
- Provide suitable guidance for students, staff, administrators and users of any social media accounts related to the school, via procedures and agreements.

STELLA MARIS CATHOLIC SCHOOL

- Enact suitable intervention and, if required, discipline measures to ensure the safety and privacy of the students, staff and school infrastructure, resources and reputation, including but not limited to stand down or exclusion.
- Enact suitable intervention, discipline and or employment measures to ensure the safety and privacy of the students, staff and school infrastructure and resources, including but not limited to suspension with or without pay, dismissal and/or prosecution at the discretion of the board or their nominee.
- Ensure parents give explicit permission for sharing images of their children in a variety of formats (including - but not limited to - website, school newsletters, local publications, school-associated social media).
- Staff are also to sign giving explicit permission for having their image shared as above.
- Implement suitable support procedures and strategies to maintain the continuity of access to:
 - Hardware
 - Software
 - Network/internet connectivity
 - Communications mediums
 - Data
- Suitably back up and archive electronic information to meet the school's requirements for archiving and disaster recovery.

Social Media Procedures

Social media applications or websites relevant to a school context include but are not limited to Facebook, WhatsApp, Google, Twitter, LinkedIn, Instagram, Snapchat, Instant Messaging, YouTube, Forums, Message boards and all blog or Wiki sites. All school-related social media pages/groups (including school, classroom, PTFA) will follow these guidelines:

- The purpose of the Facebook group or other social media account will be made clear in the relevant 'about' section, including community guidelines for use and reserving the right for administrators to delete comments that don't meet the stated guidelines.
- Online behaviour should reflect the same standards of honesty, respect and consideration that you use face-to-face, and be in line with the Marian values of our school.
- All issues or concerns should be addressed by communicating directly with the appropriate school staff member.
- All school-related social media groups/pages will have at least one member of the school leadership team as an administrator, and a minimum of two administrators total.
- Comments and posts to be monitored regularly, and all posts and comments that don't comply with the relevant guidelines will be promptly removed and the parents contacted directly. This includes, but is not restricted to:
 - criticism of school policy, practices or staff
 - comments/posts that threaten to harm individuals, groups or organisations
 - multiple off-topic posts or repetitive posts that are copied and pasted
 - advertising not related to the school

STELLA MARIS CATHOLIC SCHOOL

- personal information including but not limited to e-mail addresses, telephone numbers, mailing addresses
- All images posted to school-related social media pages will be approved by a member of the school leadership team, ensuring only images of students and staff for whom the school holds signed permission are posted to social media.
- No student names used to identify students in photos on public platforms (such as Facebook pages)
- Privacy settings will be set to a level appropriate to the purpose of the group and respecting the privacy of staff and the students

POLICY REVIEW DATE

This Policy will be reviewed according to the Board's Effectiveness Review Programme

STELLA MARIS CATHOLIC SCHOOL

Appendix 1



DIGITAL COMMUNICATION AND TECHNOLOGY AGREEMENT

A. GENERAL USE OF DIGITAL TECHNOLOGIES

As a parent/guardian of in St..... I understand Digital Technologies are used for educational purposes at Stella Maris to prepare and support students to become confident and competent digital citizens. I understand that any violation will lead to loss of all Digital Technology privileges in the school. I also understand that the intentional damage to equipment may result in a bill for the cost of replacement.

Signed Parent /Guardian: Date:.....

B. INTERNET ACCESS PARENT / GUARDIAN AGREEMENT

As the parent/guardian of a student, I understand that it is impossible for the school to fully restrict access to controversial materials on the Internet. I realise that ultimately, it is each student’s responsibility not to initiate access to such material and to use the DT resources, including the Internet for school related work only. I herby give permission for my child to be given access to the Internet.

Signed Parent / Guardian:..... Date:.....

C. USE OF IMAGES OF STUDENTS PARENT / GUARDIAN AGREEMENT

I/We agree that images of my/our child/children may be used for the following purposes

- | | |
|---|----------|
| 1. For school newsletter publications | Yes / No |
| 2. For school website | Yes / No |
| 3. Use on the school FB / Social Media | Yes / No |
| 4. For promotion of school in external publications | Yes / No |
| 5. For educational projects | Yes / No |

Signed Parent / Guardian:..... Date:.....

STELLA MARIS CATHOLIC SCHOOL

D. INTERNET ACCESS

STUDENT AGREEMENT

Name of student.....

I understand and will abide by the conditions and rules as set out in the Stella Maris DT Agreement. I further understand that there will be consequences, including the loss of all DT privileges in the school should I violate any of these conditions or the trust and responsibility that is given to me with regard to DT.

Signed (Student).....

Date:.....

STELLA MARIS CATHOLIC SCHOOL

Appendix 2

Stella Maris Catholic Primary School Bring Your Own Device (BYOD) Memorandum of Understanding

Agreement between Stella Maris Catholic Primary School and students and parents/guardians of the participating students.

This agreement's purpose is to identify the aims of the program and responsibility for appropriate use and care of these technologies.

Guidelines for BYOD:

1. The device is the responsibility of the student.
2. Security measures for safe storage are provided, but ultimately the device is the responsibility of the student.
3. The device is covered by the owner's insurance. The school cannot be held responsible for loss or damage to the device.
4. The purpose of the device is to support the student's learning.
5. The device is used at the class teacher's discretion and with the class teacher's knowledge.
6. The school may not be able to support any technical issues and/or upgrades of the equipment/device.
7. Conditions of the school's Internet Use Agreement with students apply.
8. The internet will only be accessed via the school wifi.
9. No software downloads or updates will be carried out at school without prior approval.

Students responsibility:

The students will respect and protect themselves, their peers and the technology by how they use and care for these devices. They agree to use these tools for educational use and in an appropriate manner by applying the underlying Marian values of respect and care. Devices will be used safely and responsibly.

Parents/Guardians responsibility:

The parents/guardians support and encourage the learning of their children by supporting the school's and their children's use of appropriate digital information and communication technologies. They will support the acceptable use agreements developed by the students and the school as key members of the learning partnership. They will reinforce the expectations of care and appropriate use.

Acceptance of shared responsibility:

We, the students, parents and school, understand our responsibilities for the care and use of these technologies to enhance our learning and the learning of our children

Teacher	Student Signature	Parent Signature
Name:	Name:	Name:
Signature:	Signature:	Signature:
Principal	Date	