Student Acceptable Use Policy:
Digital Devices, Network and Online Services

September 2022

Rationale

Catholic Schools Broken Bay (CSBB) is committed to ensuring safe and supportive environments for students and families. In promoting a culture of safety and accountability, it is imperative to provide clarity for students and parents/carers on the appropriate use of digital devices, internet and network services. This policy, along with safe and secure technology-related resources, equipment and infrastructure are designed to help protect students from harm and create environments where students can benefit from using technology.

Guiding Principles and Objectives

This policy applies to students and parents in CSBB schools with the understanding that schools and CSBB undertake to do what can be reasonably done to provide safe and secure access to school resources, equipment, and infrastructure, including internet connectivity, for students at school, or students at home undertaking school-related tasks. Students' safe, responsible, and respectful use of digital devices and online services is the shared responsibility of students, parents/carers and school staff.

- Digital learning and online access as an important part of everyday life, shapes the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social, and emotional competencies.

- Digital devices and online services can help students develop the skills needed for digital literacy, creativity, critical thinking, problem solving, interpersonal relationships and collaboration.

- Digital devices and online services may form part of the reasonable adjustments provided to a student to enable them to participate in school on the same basis as their peers.

- Digital devices and online services may cause harm if used inappropriately, such as to bully or intimidate others or gain access to and share inappropriate content.

Policy Statement

Internet and Network Access

Access to internet and network services are provided by CSBB to students for their educational purposes. Access rights assigned to students will ultimately be determined by the Principal.

Duty of Care

Safe internet use, account and credential management is an important competency that must be practised from the earliest stages of a person's use of information technology. Staff are to prepare and support students of all stages of development

in this practice by modelling and educating about safe device and internet use. It is recommended schools utilise the considerable expertise and resources of the **eSafety Commissioner website (young people)** in supporting the requirements and education of students.

Filtering

Internet filtering is required in all CSBB schools. Students are obliged not to attempt to bypass any known firewall or filtering system that might lead to a security compromise, or put at risk the safety and wellbeing of other students, staff or community members.

Monitoring

Principals (or their delegate, including colleagues in Digital Enablement) may monitor student on-line activities as determined in the normal course of learning agenda. This includes where there may be a possible breach of this policy. In such cases, consideration will be afforded to the rights and dignity of all parties, with appropriate communication to parents and resulting disciplinary action as determined by the school in accordance with CSBB Pastoral Care and Well-being Policy.

Student Acceptable Use Agreements

Each school is required to develop and provide students and parents/guardians with a copy of the school's Acceptable Use Agreement at an age-appropriate level. **Sample agreements can be found in the Support Document linked here**.

The Student Agreement/Parent Agreement Forms must be signed by the student, parent/carer/guardian and school before the student is given access to and use of a school's internet and network services each calendar year.

Audience

The audience of this policy is:

- All CSBB staff.
- All CSBB Casual staff
- Parents / Carers of CSBB students
- CSBB Students (at age-appropriate levels as determined by school).

Applicability

This policy applies to:

- All CSBB staff.
- All CSBB Casual staff
- Parents / Carers of CSBB students
- CSBB Students

Key Responsibilities

Director of Schools is responsible for overseeing the development and implementation of processes to ensure compliance with *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services.*

Principals are responsible for the development, implementation, culture building and publishing of *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services* in their schools in accordance with this policy and any regulatory requirements. Principals should:

- promote a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services.

- develop and implement a school procedure in consultation with school staff, students, parents and carers.

- inform staff, including new and casual staff, about school-based procedures.

- model appropriate use of digital devices and online services to staff, students and community.

- respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, CSBB policy and any statutory or legal requirements.

- support parents and carers understand the strategies that will promote their children's safe, responsible and respectful use of digital devices and online services.

- provide teachers and other school staff with support and professional learning in appropriate use of digital devices and online services and implementation of their school procedure.

- monitor and periodically review the suitability of their school procedures.

All CSBB Staff are expected to be committed to understanding and complying with *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services*. School staff should:

- model appropriate use of digital devices and online services whenever teaching or supporting students.

- establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services.

- respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, CSBB policy and any statutory or legal requirements.

CSBB Parents / Carers should recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services. Parents / Carers should:

- support the implementation of the school procedure, including its approach to resolving issues.

- take responsibility for their child's use of digital devices and online services at home.

- communicate with school staff and the school community respectfully and collaboratively in working towards the resolution of issues as they arise.

CSBB Students have the responsibility to use digital devices and online services in safe, responsible and respectful ways. Schools have a responsibility to support students and parents in educating students of their responsibilities, including the use of school agreements, procedures and guidelines.

Related Resources

- Human Rights and Equal Opportunities Commission Act 1986 (Com.)

- Copyright Act 1968 (Com.)

- Copyright Amendment [Digital Agenda] Act 2000 (Com.)

- Anti-Discrimination Act 1977 (NSW)

- Children and Young Persons (Care and Protection) Act 1998 (NSW)

- Crimes Act 1900 (NSW)

- Defamation Act 2005 (NSW)

- Workplace Surveillance Act 2005 (NSW)

- Privacy Act 1988 (Com.)

- Spam Act 2003 (Com.)

- eSafety Commissioner

Related Processes/Procedures

Student User Agreement Samples (each school should develop their own to support student and parent / carer awareness of student responsibilities.) These can be adapted from the support document.

Related Policies

- Safeguarding Children and Young People in Catholic Schools Broken Bay

- [CSBB Complaints Handling Policy](#)

- [CSBB Preventing Discrimination, Harassment and Bullying Policy](#)

- [CSBB Pastoral Care & Student Wellbeing Policy](#)

- [CSBB Privacy Policy](#)

- [CSBB Social Media Policy](#)

- [CSBB Code of Conduct](#)

Review

The *CSBB Student Acceptable Use Policy: Digital Devices, Network and Online Services* and related Procedures/Processes will generally be reviewed every five (5) years unless there is a legislative or regulatory requirement to do so earlier.

Revision/Modification History

[The most current revision is listed first with preceding policy iterations listed in descending chronological order]

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
September 2022	1.0	Student Acceptable Use Policy: Digital Devices, Network and Online Services	Full re-write (Moved to separate staff policy where previous version was staff and students.)	September 2022	September 2022
February 2021	4.2	Acceptable Use Policy for Internet/intranet & Network Services for Catholic Schools Broken Bay	Adaptation to re-branding of Catholic Schools Broken Bay	February 2021	February 2021

Approval Date/Revision Schedule

Approved by: Danny Casey – Director of Schools
Date Approved: September 2022
Date of next review: September 2027