



St Mary's Privacy Policy

RATIONALE

St Mary's Primary School Staff are required by law to protect the personal and health information the school collects and holds.

The Victorian privacy laws, the Information Privacy Act 2000 and the Health Records Act 2001, provide for the protection of personal and health information.

The privacy laws do not replace any existing obligations St Mary's Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

AIMS

Personal information is collected and used by St Mary's Primary School to:

- Provide services or to carry out the school's statutory functions
- Assist the school services and its staff to fulfil its duty of care to students
- Plan, resource, monitor and evaluate school services and functions
- Comply with DEECD reporting requirements
- Comply with statutory and or other legal obligations in respect of staff
- Investigate incidents or defend any legal claims against the school, its services, or its staff, and
- Comply with laws that impose specific obligations regarding the handling of personal information.

IMPLEMENTATION

Use and disclosure of the personal information provided.

Student and Parents

The purposes for which the school uses personal information of students and parents include:

- Keeping parents informed about matters related to their child's schooling
- Looking after students' educational, social and health needs
- Celebrating the efforts and achievements of students
- Day-to-day administration
- Satisfying the school's legal obligations, and
- Allowing the school to discharge its duty of care.

Staff

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- Assessing suitability for employment
- Administering the individual's employment or contract
- For insurance purposes, such as public liability or WorkCover
- Satisfying the school's legal requirements, and
- Investigating incidents or defending legal claims about the school, its services, or staff.

The school will use and disclose personal information about a student, parent and staff when:

- It is required for general administration duties and statutory functions

- It relates to the purposes for which it was collected, and
- For a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

The school can disclose personal information for another purpose when:

The person consents, or

- It is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- Is required by law or for law enforcement purposes.

Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

St Mary's Primary School will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

Accessing Personal Information

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

Access to other information may be restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.

Updating Personal Information

The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Principal.

Security

School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- Catholic Education Management
- St Mary's Primary School Acceptable Use of ICT user agreement (See appendix 2)

Complaints Under Privacy

Should the school receive a complaint about personal information privacy this will be investigated in accordance with DEECD's privacy complaints handling policy.

EVALUATION

This policy will be reviewed as part of the school's three year cyclic review.

March 2017

APPENDIX 1: DEFINITIONS of INFORMATION TERMS

Personal information means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can be reasonably determined from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy personal information refers to personal information, health information and sensitive information unless otherwise specified.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or DEECD. Information provided to a school through job applications is also considered staff information.

APPENDIX 2:

Information & Communication Technology – Acceptable Use Agreement for Students (Junior)

St. Mary's School aims to develop students who are confident and competent computer users. Information & Communication Technology is used in a manner that enriches the curriculum, adds interest and diversity to the curriculum, and empowers the learner. This agreement is designed to recognise the responsibilities of the members of the school community in the provision and use of Information and Communications Technologies (ICTs).

It is important that all parents and students read and understand the expectations contained in this agreement, and abide by them at all times. It is expected that students' use of ICT devices, including resources such as hardware, software, digital tools and online resources is sensible and appropriate. These rules are intended to facilitate the appropriate, effective and equitable use of ICT devices for all students.

School Responsibilities

Recognising that ICT enhances learning, St Mary's school will provide:

- Access to ICT devices for all students
- Learning opportunities that require effective use of ICT.
- Development of students' skills and abilities within this area.
- Individual student login names and password to St Mary's Intranet and Internet.
- Supervision of students in their use of facilities and technologies.
- Appropriate levels of security. Whilst the school endeavours to block as many unacceptable sites as possible via content filtering software, it is important to note that no blocking software is 100% effective. Internet use is monitored by teachers, members of leadership, system administrators and the Catholic Education Office.
- Random monitoring of appropriate network use.
- Privacy of students' personal details.
- Maintenance of updated anti-virus.
- Education for students and families on the importance of being an e-mart school.
- Education on the safe and responsible use of Information and Communication Technology.

Staff Responsibilities

Staff members will:

- Ensure that students have clearly defined tasks that are understood.
- Ensure suitable resources are available.
- Evaluate Internet material to check for authority and currency.
- Provide supervision of student ICT activities at all times.
- Ensure students understand their responsibilities through the Acceptable User policy.
- Guide and support student use of internet search tools.
- Encourage and facilitate the use of collaborative online learning spaces.

- Approve all student electronic mail prior to it being transmitted.
- Supervise and approve the work printed by students.
- Explicitly teach rights and responsibilities, cyber risks and cyber-safe practices.
- Adhere to the borrowing policy of I.T. Equipment.
- Not sue social network sites during school time.
- Take care of I.T. equipment and it put it away when finished with.

Student Responsibilities

I will...

- Treat Information and Communication Technologies and other related equipment within St Mary's with care and respect.
- Be aware that the digital decisions I make today will stay with me forever.
- Report any damage noticed to my teacher.
- Respect the rights of users by not changing computer settings (e.g. Desktop settings and screensavers).
- Use only MY OWN personal login and password to access the network and internet.
- **Remember my password** and login details and keep them confidential.
- Not share anyone else's password.
- Adhere to the I.T. borrowing procedures.
- Store all my work into the correct location as directed by my teacher.
- Not intentionally access, interfere with, copy or move other students' files or settings.
- Not intentionally interfere with, move or delete shared files stored on the network.
- Not install or store inappropriate or illegal software on the computer I'm working on or on the network.
- Only use the St Mary's network to participate in game playing if this has been approved by your teacher.
- Check that content contained on portable information storage (eg. USB, memory cards etc.) devices is appropriate and virus free.
- Be aware of copyright laws, when obtaining information from the Internet.
- Use all ICT devices responsibly and appropriately, including taking photos and videos for school use only after teacher approval.
- Ask before accessing the Internet and make sure the teacher approves my time on it, and behave appropriately whilst using it.
- Follow teacher direction in regard to Internet and the use of any ICT device at school.
- Use email confidentially and make sure content I send is appropriate. I will get my teacher to approve emails before I click "send".
- Accept that any inappropriate behaviour or misuse of ICT devices will result in negotiated consequences.

Acceptable Use Agreement for Students (Middle and Senior)

At St Mary's we endeavour to create a safe and supportive learning environment for all students. It is important to us that we are providing students with skills and knowledge to thrive in a rapidly evolving community. We live in a world where the use of technology and communication is forever changing and information is readily accessible to us at all times.

In order to ensure that our students understand and are protected when present in the online world we encourage you as parents to take the time to sit down with your child and carefully read through St Mary's ICT Acceptable Use Policy for 2017. As a staff we too will take the time to go through this agreement with our students and respond to any queries or concerns they may have. It is expected that students' use of ICT devices, including resources such as hardware, software, digital tools and online resources is safe and appropriate to educational needs.

St. Mary's School aims to develop students who are confident and competent computer users. Information & Communication Technology is used in a manner that enriches the curriculum, and engages and empowers the learner. This agreement is designed to recognise the responsibilities of the members of the school community in the provision and use of Information and Communications Technologies (ICTs). These rules are intended to facilitate the appropriate, effective and equitable use of ICT devices for all students.

In signing this agreement your child will be agreeing to behave appropriately and safely online, and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

School Responsibilities

Access to ICT devices for all students

At St Mary's we see it as our responsibility to provide all of our students with the right and opportunity to have access to electronic devices when required. As a school we are committed to providing students with learning opportunities that will enable them to effectively use ICT as a tool to **improve** their learning outcomes. As ICT will become more accessible to students through the BYOD program, it is essential that we provide students with opportunities to develop their skills and abilities in this area through appropriate learning tasks and explicit skill-based workshops.

Student logins

All students will continue to have individual login names and passwords to access St Mary's Intranet and Internet. It is important that these logins and passwords remain private to each student. As a school we will monitor appropriate network use and ensure supervision of students at all times when using ICT facilities and devices.

Maintenance and Security

The school takes responsibility for maintaining and updating anti-virus software on ICT devices in order to protect the security of information and stop any unwanted predators into the system. At St Mary's it is important to us that our students are safe in our school environment and that all students/families personal details are kept private. Whilst the school endeavours to block as many unacceptable sites as possible via content filtering software, it is important to note that no blocking software is 100% effective. Internet use is monitored by staff, system administrators and the Catholic Education Office. Students and staff are monitored randomly to ensure they are using the school network and internet appropriately. The school will also update and maintain antivirus software for desktops and laptops.

Education for staff, students and families

At St Mary's we recognise and value the importance of being an E-smart school. We are committed to providing our staff, students and families with learning opportunities to fully understand what it is to be an E-smart school and how to successfully establish safe and responsible use of Information and Communication Technology.

Staff Responsibilities

Ensure that students have clearly defined reason or tasks when using the technologies.

The technologies will only be used for teaching and learning purposes. Teachers will use clearly defined Learning Intentions and Success Criteria to make sure students understand what they are using the technology for. **Technologies will not be used to play games or as a free time device.**

Ensure suitable resources are available and looked after.

Teachers will provide students with access to technologies. When required, teachers will book school technologies adhering to the borrowing policy of I.T. equipment. Teachers will take care of I.T. equipment and put it away when finished - correctly connecting/disconnecting cables and inserting devices into cabinets. Teachers will model the correct way to look after technology.

Evaluate Internet material to check for authority and currency.

It will be the responsibility of the teacher to screen all websites they use to deliver teaching and learning prior to using them. Internet material will only be used if it is suitable to the learning that is taking place. Teachers will make sure they have checked the validity of information presented to students.

Provide supervision of student ICT activities at all times.

Teachers will provide constant supervision to students when using technologies. Students will not be working on any device in isolation.

Ensure students understand their responsibilities through the Acceptable User policy.

Teachers will go through the Acceptable User Policy with students as a part of the initial 'rules and regulations' lessons at the beginning of the year, and at other times throughout the year when appropriate.

Guide and support student use of internet search tools.

Students will learn how to effectively and efficiently use search engines such as Google and Internet Explorer. They will be taught how to refine searches to gain the most valuable information.

Encourage and facilitate the use of collaborative online learning spaces.

We value collaborative learning at St Marys, and place an importance on doing so online. Students will learn how to share work through programs such as Google Chrome and Digital Portfolios. Students will learn the difference between collaboration and copying.

Monitor and observe all student electronic mail being transmitted.

Teachers will be provided with reports highlighting any inappropriate use of technologies.

Supervise and approve the work printed by students.

All work that is to be printed will be approved first by a teacher.

Explicitly teach rights and responsibilities, cyber risks and cyber-safe practices.

Teachers will place a great importance on the teaching of rights and responsibilities when using technologies. Cyber Safety practices will be explicitly taught at the beginning of the year and where appropriate.

Not use social network sites during school time.

Teachers will use the Internet appropriately/for educational and professional purposes during school times. They will not use social networking sites such as Facebook during school hours. Please note: it is illegal for students under the age of 13 to use these forms of social media.

Student Responsibilities

Be a safe, responsible and ethical user whenever I use technology:

Students will treat Information and Communication Technologies (e.g. Desktop computers, iPads, Chromebooks, Laptops, Cameras etc.) and other related equipment within St Mary's with care and respect. They will report any damage they notice to a teacher. Students will respect the rights of users by not changing computer settings (e.g. Desktop settings and screensavers).

Students should not intentionally access, interfere with, copy or move other students' files or settings. Nor should they interfere with, move or delete shared files stored on the network. Students are not allowed to install or store inappropriate or illegal software on the computers, iPads or on the network. Students will check that content contained on portable information storage (eg. USB, memory cards etc.) devices is appropriate and virus free.

Protect my privacy rights and those of other students when posting online

Students like to publish information about themselves and connect with their friends online in spaces like Facebook, Instagram, Skype, Facetime and blogs. This can put them at risk of being approached or bullied online. To avoid this students must:

- not have accounts such as Facebook, Instagram, Kik etc as this ***is illegal***. To have an account on these sites users must agree they are 13 years old or over.
- use a personal login and password to access the network and internet.
- **remember their own password** and login details and keep them confidential.
- not use anyone else's password
- not to use their own name, but develop an online name and use avatars
- not share personal details, including images of themselves or friends online.
- password protect any spaces or accounts they have and ensure privacy settings are set meticulously.
- not allow anyone they don't know to join a chat or collaborative space.
- ALWAYS make the space private so that they can control who sees the space and can communicate with them.
- understand the terms and conditions of any website or online community that they might join.

Digital Footprint.

Students should be aware that the digital decisions they make today will stay with us forever. Any image or comment students put on the internet is public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording. Remember the rule: "If you wouldn't want your Grandma or future boss to see it. don't post it online!"

Using digital devices as a camera

Students must use all ICT devices responsibly and appropriately, including taking photos and videos for school use only after teacher approval. They may only take photos, record sound or videos when it is part of a class or lesson. Students must also seek permission from individuals involved before take photos, recording sound or videoing them (including teachers). They need to seek appropriate (written) permission from individuals before publishing or sending photos, recorded sound or video to anyone else or to any online space. Students must be respectful in the photos they take or video they capture and NEVER use these as a tool for bullying.

The recording of images and sounds can breach fellow students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Respectful Communication

St Mary's has a clearly outlined bullying policy. Students will be explicitly taught how to be respectful in how they communicate and never write or participate in online bullying (which includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour). Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be a part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology immediately.

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened.
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information/images that they know is private.
- they accidentally do something which is against the rules and responsibilities they have agreed to.

Damages

Personal device: Students will be responsible for maintaining their own device (iPad or Chromebook). It must travel to and from school in their school bag and stay in a protective case. During school hours the device must remain in their tub in their classroom. **Students will not use these devices at before and after school care, at recess and lunch or for wet day timetable.**

Teachers will lock the doors any time the room is left empty.

School Equipment: Students will adhere to the I.T. borrowing procedures. They will take care of I.T. equipment and it put it away when finished correctly connecting/disconnecting cables and inserting devices in cabinets the correct way. They will start up and shut down equipment without clicking on things they shouldn't. Students should notify their teacher when unknown prompts or messages come up on screens.

Appropriate Internet use behaviours:

Students always need to ask before accessing the Internet and make sure the teacher approves their time on it. They should always follow teacher direction in regard to the Internet sites they access and the use of any ICT device at school. Students should use email confidentially and make sure content sent is appropriate. Emails are monitored by the school network. If they should receive anything in their email or via the Google Apps suite that is inappropriate they should close it straight away and inform a teacher.

They must not deliberately enter or remain on any site that has obscene language or offensive content (e.g. racist material or violent images).

Abide Copyright Laws

Students should be aware of copyright laws when obtaining information or images from the Internet. Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce personal risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. St Mary's is working to teach digital literacy skills, which enable students to locate, evaluate and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt and avoid simply copying and pasting information from the internet.

St Mary's iPad/Chromebook and ICT User Agreement

Parent agreement:

- We will monitor the apps on our child's device (iPad or Chromebook)
- We will ensure that our child is aware of and abides by St Mary's ICT policies
- We will endeavour to attend related or appropriate Professional Development offered by the school.

For iPads:

- We will create and monitor the iTunes account on our child's iPad and ensure they do NOT know passwords or download apps on their own.

Students (When using my Device (iPad or Chromebook):

- I will ensure that my device is clearly labelled and is passcode protected
- I will take responsibility to ensure my device is brought to school each day and is fully charged.
- I will keep my device in my tub at all times when not being used for specific learning tasks.
- I am responsible for my actions and will take pride and responsibility when handling my device.
- I will respect others property and NOT touch their device
- I understand that my device is purely to be used during learning tasks which requires it to be used.
- I will NOT play games or use my device inappropriately during class times.

- **I will NOT use my device during free time, recess, lunch or at before or after school care.**
- I will use the camera on my device appropriately if required for learning tasks or directed by the teacher.
- I will seek others permission to take photos of them and will not publish images on social media sites or use them incorrectly.
- I will be respectful of all photos or videos I capture and never use these as a tool for bullying.

CONSEQUENCES

If any of these agreements are breached their will be set consequences for ALL students.

- An initial breach will be an immediate loss of access to ALL electronic devices.
- In the case of one-to-one devices, students' iPads will be taken off them and held in a secure location until their parents are able to pick them up.
- Discussions will be held between the students, parents, classroom teacher and principal to decide further consequence depending on the severity of the breach.