Catholic Education Diocese of Wagga Wagga

Acceptable Use Terms and Conditions for the use of technology and online services for learning and teaching

Information for Students, Parents/Residential Guardians

By enrolling your child in a school in Catholic Education, Diocese of Wagga Wagga, you and your child agree to abide by our policy in relation to the use of digital technology. It is important that you and your child understand the policy and terms associated with the conditions of use of technology in our schools.

Policy Statement

Staff and students at schools in the Catholic Education, Diocese of Wagga Wagga (CEDWW) use electronic communications and digital technologies, including the internet, for learning and teaching, and acknowledge they must be used responsibly. Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person. Therefore, our schools believe the development of digital citizens who demonstrate ethical and responsible online behaviour is essential, and is best taught in partnership between home and school.

Using electronic communications and digital technologies to harass, bully or humiliate any individual or group of individuals is prohibited.

Use of digital technologies in our schools

The school utilises a range of digital devices and services to facilitate an engaging and effective learning environment for students. To enable them to work in this environment, your child will have a digital account ("Account") that includes an email account and access to the internet. As part of their learning experience, students will be exposed to tools and information that we control and others that we do not, which will include:

- Email - using their email account, students will be able to send and receive emails from staff and students within the school as well as email accounts outside the school.
- Google Classroom - a learning environment only accessed by staff and students
- Google Suite - a collection of online tools for creating, storing and collaborating with other students and staff.
- Online learning applications - a range of cloud hosted tools are provided to support learning across the entire curriculum. Some of these tools allow students to capture and store audio and video content aligned to their lessons and assessments.

Information about each student and the digital content they create is stored electronically. To facilitate and engage in learning, personal information that may include name, date of birth and email account details is shared with services such as Google and other learning technology providers. This may mean information is transferred, processed and stored outside Australia. Regardless of location, due diligence is undertaken to ensure our service providers have robust practices in place to maintain the security and integrity of student information.

Acceptable Use of digital technologies - student responsibilities

All students and staff who utilise our digital technology and services are regularly required to review and agree to our Acceptable Use Terms and Conditions, (AUTC) which is available here. Acknowledgement is undertaken online as a step to accessing our digital services.

It is important that students understand their obligations and rights as defined under the AUTC. To ensure this, Parents/Residential Guardians are encouraged to read the AUTC and discuss safe and responsible use of digital technology with the student.

Monitoring and protection of the School's digital environment

The Catholic Education Diocese of Wagga Wagga (CEDWW) and the School acknowledges the responsibility to provide safe and secure online services and reserves the right to capture, store and review the use of digital technology in the School including internet browsing, emails and social media across the CEDWW and Schools' provided network. All users are advised that the School and CEDWW will cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong and take appropriate disciplinary action including referral to police regarding any digital breaches by students or staff.

Monitoring Usage: CEDWW monitors usage by all staff and students including emails, internet, collaboration and social media applications that is conducted on any device connected to the CEDWW network and on CEDWW issued devices on any network.

Internet Filtering: The CEDWW network has an internet filter to minimise the risk of exposure to online content that may be harmful to children. Be aware that there is still a chance that students are able to inadvertently or deliberately access inappropriate material, so the filters are regularly reviewed and updated.

Use of Social Media

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Parents should be aware that there are a number of legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation and other criminal matters.

Parents/Residential Guardians can ensure they abide by the laws and the School's expectations, by complying with the following:

- The School, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way;
- Photographs of students in school uniform, and should not be posted if they have the potential to bring negative connotations towards the Schools or its staff and students;
- Photographs containing other students should not be posted without the express consent of the other child/children's parents;
- Email addresses of parents, staff and students should not be given to other people without their express consent; and
- Parents are discouraged from making contact with students via any form of social media without the express consent of the student's parents.

Questions or Concerns?

CEDWW schools have established our digital technology policy and practices with a view to the safety and security of our students. If you have any questions or concerns, please contact the School.