



## St Christopher's Technology Acceptable Use Policy Staff

*The Internet is a worldwide network that provides various means of accessing significant educational materials and opportunities via a connected computing device. For St Christopher's to continue to make these technology resources and connectivity available, all staff must take responsibility for the appropriate and lawful use of this system.*

In accordance with the St Christopher's Code Of Conduct, I will adhere to the following:

- I will use technologies for learning purposes for the benefit of the students
- I will respect all school digital technologies and treat the equipment/devices with care. I will report any breakages/damage to the eLearning Leaders and Principal
- If ANY damages occur whilst in my possession I understand that I may be held financially responsible for costs of repairs or replacements
- It is a directive of the school that teachers do not become friends with students on social networking sites. I will not accept or request online friendships with any St Christopher's students. I am fully aware of the fact that becoming friends with past students extends my duty of care for that student until they reach the age of 18. I understand that the school strongly discourages becoming online friends with past students
- **I will not post videos, photos, school work or make comments on school work of St Christopher's students on social networking sites and sites that are not secure**
- **I will use the school approved program Seesaw to post videos and photos of students and their school work for the purpose of sharing student learning with the parent community**
- I will keep my password private, changing it regularly, and not let anyone else log in with my username
- I will not use any form of technology to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else (Repeated incidents of these behaviours are considered bullying).
- I will avoid online advertising
- I will use my allocated classroom iPad to photograph/record students and their work ( no phones to be used ).
- I will not use search engines to look for material that is not acceptable at our school. This includes anything that is rude, violent or uses unacceptable language
- I will preview all online learning material including YouTube content prior to sharing this with students to avoid any inappropriate pop-ups and/or content
- I will seek permission from the Principal to approve any full-length PG videos being viewed by students at school ( no approval needed for G rated ). Recommended video classifications must be adhered to ( no M, MA or R ).
- I understand that once a document has been uploaded or added to the school's Google Drive it is the property of St. Christopher's
- I will seek permission from the Principal before I share any documents including documents created using Google Chrome (this includes Google Docs, Sheets, Slides, Forms and Sites) with other schools or people that are external to St. Christopher's
- I will request help for any IT technical issues using the IT Support Request link on the STC Teacher Links bookmark
- I will uphold what is outlined in our school *eSmart Policy* and the *STC Child Safety Code of Conduct*, to ensure the safety and wellbeing of all students, staff and parents.