**Site Handbook**

There are 96 pages in the site handbook for staff. I have copied and pasted parts which are relevant to this assignment. None of the text below is my original work, it has been taken directly from the staff handbook:

**Site Vision Statement**

* We believe in God.
* We believe in the sign of God’s merciful justice - Jesus Christ.
* We believe in the Spirit, enabling us to be a sign of God’s mercy in the community.
* We believe in the sacredness of life.
* We believe in our responsibility to all people.
* We believe in our responsibility for continuing the work of creation.

**Staff Internet, E-Mails & Computing Matters**

Staff are permitted to use the computers, e-mail and internet facilities for reasonable personal use. However, any use of the computing facilities by school community members does not include any purpose which violates the clause in every employee‘s employment contract ―You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community‖. In short, if you are doubtful of the acceptability of some material you receive through e-mail, don‘t risk your job by showing it to other people in our community and do not forward it on to any other people whether they are connected to the school or outsiders.

You cannot be held responsible for the material you receive, unless it is something you have known about in advance. However, if you unknowingly receive offensive material you must immediately delete the item without showing it to anyone else and without forwarding it on to anyone else. If you do not delete offensive material, by your lack of deleting, it will be saved in your file area. If discovered, you will be held accountable for the stored material. Staff must not deliberately view offensive or objectionable material on websites. Again, if in doubt, don‘t risk your job.

Whilst it is not school policy or practice to systematically view employees computer files, the school states that files stored on the school‘s fileservers and other storage devices are not regarded as confidential to the employee and that it sometimes arises that employee files are viewed.

Staff must NEVER give out their password to anyone else – especially not students.

Staff are never permitted to allow students to work on a computer at which the staff member is logged in.

**Communications Technology Policy**

All students, staff and volunteers are to use the College‘s information and communications technology only in a way that enhances student and staff learning and contributes to the betterment and well-being of the community. The technology is to be used in harmony with the Catholic ethos of the College.

The College‘s information and communications technology includes the utilisation of any equipment, property or resource at any time, whether during school hours or not, and includes the use from home or elsewhere.

The College‘s computer network is an educational facility provided by the school to be used primarily for educational purposes. Anyone using it has a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.

All email, telephony and message systems, including those internet based, will be treated as education or business related messages. Accordingly, one should not expect that any information or document transmitted or stored on the School's computer network is private.

Workplace participants are permitted to use the Internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with participants‘ responsibilities and duties in the school, or with the School‘s functions.

However, any use of the Internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this Policy.

Individuals and/or the school may be liable for what is written or said in a message, including email. Messages are neither private nor secret. They may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in a message may be unexpected and extremely widespread.

The Internet, email or any other messaging or telephony device should never be used for the following purposes:

(a) to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other);

(b) to send, receive or store obscene, offensive or pornographic material;

(c) to discuss or comment on the physical appearance of other persons (whether they receive the message or not);

(d) to harass any person whether through language, frequency or size of messages; (e) to injure the reputation of the College and or the Church in a manner that may cause embarrassment to the employer or the Church; Page 12   
(f) to offend the ethos and values of Catholic teachings;

(g) to spam, spoof or mass mail or to send or deliberately receive chain mail;

(h) to infringe the copyright or other intellectual property rights of another person;

(i) to perform any other unlawful or inappropriate act.

Any inappropriate material received by email should be deleted immediately and not forwarded to anyone else. It is particularly important to respond to inappropriate emails with an indication to the sender that such emails should not be sent in the future into, or within, the School‘s domain.

From time to time when accessing the internet users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of a Deputy Principal in order for them to be blocked by the school‘s filtering software and to ensure that it is noted that the material was not accessed purposely.

The contents and usage of email and internet access may be subject to regular random monitoring by the School or by a third party on the school's behalf. This will include electronic communications which are sent or received, internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Principal may authorise personnel to examine the web access logs and or email accounts. No monitoring will occur without the permission of the Principal or a Deputy Principal except for normal logging of system usage to manage the network.

The Privacy Act requires individuals and the school to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. When logged on, each person is responsible for the security of the computer and should not allow it to be used by anyone else.

**Staff e-mail addresses and parents**

It is school policy that significant written communication with parents should be sighted by a Deputy Principal before it is issued, particularly if the topic is a contentious issue. For routine matters e-mail is ok, but responses to any contentious issue would not be done by e-mail. Staff shall not give out the e-mail address of other staff members (Privacy Policy), even though many can be derived from the pattern. It may be more appropriate for all parent communication to occur through the school e-mail:

**Staff communication with students**

Staff must only use their school email address when communicating by email with students. Use of any other email address by a staff member is not permitted.

Staff are prohibited from being a ‗friend‘ to a current student on social networking sites, including Facebook.

Computing - other matters

Use of the computers for school purposes takes precedence over personal use.

Reduce your space

If your files take up too much space, you will not be able to print any documents, save any of your work and your e-mail system will become corrupt. So please clean up your files regularly to avoid having problems. See the Computing staff if you have any queries about how to reduce the size of the space you are using.

**Private use of Social Networking Site and private use of mobile phones**

Staff are not to access social networking site (eg Facebook, MySpace) for private use during work time and especially not whilst teaching students. Whilst these sites will now be inaccessible to staff on the SAC computers, they are not to be accessed during work time on personal devices such as iPhones, smartphones or personal laptops, netbooks, etc. With the exception of teachers with special responsibilities such as the Reliefs Coordinator, if teachers take their mobile phone with them to their classroom, they are to have their mobile phone turned off or on silent and only use the phone if the teacher needs to make a work-related emergency phone call. ESO staff should not access, display or use their mobile phone whilst on duty.

On excursions and camps mobile phones may be turned on with an audible ringtone, but use is to be restricted to work related calls at all times when instructing or supervising students.

**Literacy embraces changes in communication modes**

 New technologies

 Visual literacy

 Information literacy

 Multi-media literacy

 Professional development opportunities are provided for teachers to develop understanding about new forms of communication

**Mobile phones and other devices**

1. MP3 players, walkmans, radios, games consoles, tamagotchi and other audio or visual devices are not to be brought to school.

2. Students are discouraged from bringing a mobile phone to school. If a student does bring a mobile phone to school it must be turned off and not used at any time during the school day and it must be locked in the student‘s locker.

3. The school bears no responsibility for damage or loss of a student‘s mobile phone or other equipment brought to school.

**Role Specifications (Teacher, relevant to ICT)**  
- Participates in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher   
- Knows and understands a range of learning methodologies and technologies and their application to the classroom

-When planning incorporates the use of information and communication technologies in the learning program

-When teaching encourages responsible use and care of equipment and resources

Teachers

-Strives to improve skills, knowledge and performance through professional development