



# St Helena's Catholic Primary School ICT Use by Students Policy

Policy Area: Stewardship

Date for Review: 2019

## 1. RATIONALE

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

## 2. DEFINITIONS

*'Information and Communication Technology (ICT)'* means all hardware, software, systems and technology including the internet, email, telecommunications devices (e.g. mobile phones) and social media (e.g. Facebook).

*Defamation* is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

*Harassment, Discrimination and Bullying* means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation, and Bullying.

*Social media* refers to a group of internet based applications that allow users to share information and create communities.

## 2. PRINCIPLES

1. At St Helena's, ICT is utilised for education purposes only.
2. At St Helena's, ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth laws.
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.
4. Students shall be made aware that access to ICT, particularly the Internet, email and social media, can expose them to inappropriate material or potential harm.

## STUDENT ACCEPTABLE USE POLICY YEAR K-2

1. Students shall obey all of the school rules regarding ICT and take good care of all equipment.
2. Students shall only use the applications recommended by their teacher during school time. Students will not access other applications during school time or bring any applications from home to install on school devices. Students will not access applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.
3. Students shall go only to sites on the internet that a teacher has said they can use. If students find anything on the internet that makes them feel bad or uncomfortable they shall immediately inform their teacher or another adult.
4. Students shall only send emails with their teacher's permission. Everything a student writes in an email or through the internet shall be their best work that they would be proud to show to their parents. A student will not use email or the internet to annoy, bully or frighten anyone.
5. People who put information on the internet for students to read own that information. If students use anything from the internet in their own work, they must check with their teacher before they copy it to make sure they have the owner's permission to copy it.
6. Students shall never tell anyone via email or the internet their name, address, telephone number or any other private information. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents. Students shall not share any other student's private information with others.

Please Complete the following details:

<b>STUDENT NAME</b>			
(Parent to Complete)			
<b>YEAR</b>		<b>CLASS</b>	
<b>PARENT'S SIGNATURE</b>		<b>TEACHER'S SIGNATURE</b>	
<b>DATE</b>		<b>DATE</b>	

## STUDENT ACCEPTABLE USE POLICY YEAR 3-6

Students understand that at St Helena's, ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

**Acceptable use shall include but is not limited to:**

- following teachers' instructions
- accessing only the information the teacher has agreed to
- being polite and courteous when emailing and interacting on social media
- researching information for a topic or assignment given by the teacher
- correctly acknowledging the work of others according to copyright laws
- respecting the privacy of others including other students and staff members
- informing the teacher if concerned that you have accidentally accessed inappropriate material
- handling all ICT equipment with care.

**Unacceptable use shall include but is not limited to:**

- using ICT without permission or without supervision by a teacher
- visiting any site that has not been approved by the teacher
- using the internet to access offensive or inappropriate information
- interfering with emails or files belonging to others
- disclosing passwords, usernames and other confidential information to others
- downloading anything without the teacher's permission
- sending a personal photograph without the written permission of a parent/caregiver
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email or posting to a social media site with the intent to bully, frighten, annoy or upset a person
- accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.

I have read and understand all the information given and agree to follow these guidelines.

<b>STUDENT NAME</b>			
(Student to Complete)			
<b>YEAR</b>		<b>CLASS</b>	
<b>STUDENT'S SIGNATURE</b>			
<b>PARENT'S SIGNATURE</b>		<b>TEACHER'S SIGNATURE</b>	
<b>DATE</b>		<b>DATE</b>	