



SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL

Something Beautiful for God

ICT Use by Students Policy

Policy Area: Stewardship

Date of Review: 2020

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.

3. 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.
5. Students’ personal devices (e.g smart watches) etc. must be used for their primary purpose (e.g telling the time). The additional functions must be disabled, or the device must be left at the office (e.g mobile phones).

Revised 2020
Due for Review 2022

STUDENT ACCEPTABLE USE POLICY YEAR K – 2

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.

1. Students shall obey all of the school rules regarding ICT and take good care of all equipment. This may include, but is not limited to: walking while transporting the device, carrying the device with two hands, using the device with clean hands, replacing the cover when finished with the device, returning it to the charging location.
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 uncomfortable or unsure 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 with the intention 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:

| | | | |
|--|--|--------------|--|
| STUDENT NAME (student to complete) | | | |
| YEAR | | CLASS | |
| PARENT'S SIGNATURE | | DATE | |

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, especially on shared devices
- 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
- communicating digitally (e.g. 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
- submitting or claiming others' work as your own (copyright)

I have read and understand all the information given and agree to follow these guidelines.
(Student to complete below)

| | | | |
|----------------------------|--|--------------|--|
| STUDENT NAME | | | |
| YEAR | | CLASS | |
| STUDENT'S SIGNATURE | | DATE | |
| PARENT'S SIGNATURE | | DATE | |

YEAR 4 iPad PROTOCOLS

I understand that my device is the result of hard work by my school and a sacrifice by my parents/carers and I need to take care of it at school as well as at home. Following these protocols will help me.

Protocols:

1. So that my battery lasts all day, devices may only be used when my teacher(s) gives me permission within school bell times (not to be used before or after school).
2. I must make sure I bring my device to school fully charged and ready to assist me with my learning every day (this includes additional accessories).
3. My device must remain in its protective case inside my bag to and from school.
4. I must bring my bag into the classroom when taking my device in and out for the day.
5. I must hold my device carefully (with two hands) when moving around the classroom or the school.
6. My device should be clean, in good condition and without decorations of any sort unless given permission from my teacher.
7. My wallpaper must be non-pixelated and age appropriate.
8. I must request permission from my teacher(s) before printing.
9. I must be responsible for ensuring my work is saved in my OneDrive using my own CEWA credentials.

I understand that the Internet is a public place and I must learn how to become a responsible digital citizen. To stay safe online, I should:

1. Use online names which are not offensive and don't attract attention from unwelcome people.
2. Be truthful about my age.
3. Never respond to any messages that are mean or in any way make me feel scared. Report any incidents to the teacher or a trusted adult immediately.
4. Only open attachments in emails from people I know.
5. Avoid web forms which ask for money or personal details.
6. Resist clicking on things online just because they look good.
7. Close unwanted pop-up windows with the close button.
8. Remember that if something seems too good to be true, it probably is.
9. Never give out credit card details on the Internet.
10. Be very careful with what I put on the Internet, because when it is published, the whole world will be able to see and possibly misuse the information.