

**SCHOOL BASED POLICY ON  
STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY**

**RATIONALE**

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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.

**DEFINITIONS**

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'Information and Communication Technology (ICT)' means all hardware, software, systems and technology including the internet, email, telecommunication 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.

**PRINCIPLES**

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1. At St. Joseph's Catholic Primary School ICT is utilised for educational purposes only. **All students in Years Three to Six provide and use their own iPads during daily lessons.**
  2. At St. Joseph's Catholic Primary School 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 shall take personal responsibility when using ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.
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- PROCEDURES**
1. Students understand that at St Joseph's Primary, ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.
  2. The acceptable and unacceptable use by students of the ICT are listed below.
    - 2.1 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 you are concerned that you have accidentally accessed inappropriate material
      - Handling all ICT equipment with care.
    - 2.2 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 other students
      - 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.
    - 2.3 Unlawful use shall include but is not limited to:
      - Defaming a person or an organisation using ICT.
      - Infringing of copyright laws, i.e. reproducing and/or adapting copyrighted material by downloading and further disseminating the material
      - Sending messages that could constitute sexual discrimination or sexual harassment.
      - Sending messages that could constitute cyber bullying and harassment.
      - Accessing or displaying sexually offensive or explicit material

- Use of ICT in making and displaying offensive, insulting and/or discriminatory statements based on the race, colour, nationality, gender, religious beliefs, disabilities, age or personal circumstances of a person
  - Undertaking activities which breach State or Commonwealth legislation.
3. Unacceptable and/or unlawful use of ICT systems constitute a breach of school rules and may warrant disciplinary action which may include exclusion of the student in accordance with the school's disciplinary policy
  4. This policy is available through the school's website and it is the student's responsibility to be aware of its contents.

Saint Joseph's Catholic Primary School  
Responsible Use of ICT  
Student Agreement.

I \_\_\_\_\_ Agree to be a responsible user of the school Technologies by following the rules below:

1. I will only use school ICT equipment with the permission of a teacher.
2. When using the internet, I will respect personal information by not passing on names, phone numbers, addresses or passwords
3. I will act in a sensible manner.
4. I will share my new found ideas to help other people.
5. I will request assistance immediately if I have any trouble getting out of a difficult situation.
6. I will only access material suitable to my schoolwork.
7. I will only open e-mail attachments with teacher permission.
8. I will not send emails that are discriminatory, harass people or could offend or insult individuals or organisations.
9. I will use the Google account provided for sharing work between the school and home.
10. I will correctly reference the source of any material used from the internet and not copy the work of others and claim it as my own.
11. I will not download videos, music or games onto the school network.

*Student Agreement to Comply*

*I understand that the use of school technologies is a privilege, not a right. After reading the above, I understand and will abide by the Saint Joseph's Catholic Primary School's responsible Use Policy.*

*Student Name:* \_\_\_\_\_ *Date:*    /    /

*Student signature:* \_\_\_\_\_

*As Parent/guardian of the above signed I agree to the terms and conditions of this agreement*

*Name:* \_\_\_\_\_ *Date:*    /    /

*Signature:* \_\_\_\_\_