



POLICY

INFORMATION & COMMUNICATION TECHNOLOGY USE BY STUDENTS (KINDERGARTEN TO YEAR 3)

RATIONALE

Email and the Internet give people a way of communicating with our friends or other people all over the world. We can send messages through many forms of ICT (Information Communication Technology). We can also find out about many things by searching the Internet for information. Using the Internet in a sensible way can help us to learn many skills and find out interesting things about the world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic school and that Jesus wants us to follow him by always trying to do our best.

When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet and email so that we are safe and happy and so that we can learn new things in an exciting way.

DEFINITIONS

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology. This includes the Internet and email, social networking (eg: facebook and twitter) and telecommunications devices (such as mobile phones) in facilities that may be used or accessed from the school or connected to the school's communication network.

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-B4: 'Harassment, Discrimination and Bullying'.

PRINCIPLES

1. Santa Clara School has made rules about how students use email and the Internet so that they can use it in the best way. Students must follow these rules and listen to their teacher so that ICT can be used to communicate with others and for further learning.
2. Santa Clara School has made rules about using ICT so that everyone at the school is safe and happy. Students can use ICT only if they look after it and follow all the rules about the use of ICT.
3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.
4. As parents are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.

5. Santa Clara School recognises the need for the school and parents to work in harmony. The school requires parents to discuss with their children the expectations laid out in this policy. Parents are required to sign on behalf of their children in Kindergarten to Year 3 that this has been done. After the signature has been received the child will be able to use ICT.

PROCEDURES

1. Students shall obey all of the school rules about email and the Internet and take good care of the school computer equipment.
2. Students shall only use the school software on the schools computers. Students will not bring any software from home to install on the school computers.
3. Students shall only send emails with their teacher's permission.
4. Students shall only go to sites on the Internet as directed by a teacher. If students find anything on the Internet that makes them feel bad or uncomfortable they must click on HOME or turn the monitor off and tell their teacher.
5. Before students communicate via any form of social networking or email they must show it to the teacher. Everything a student writes in an email or through the Internet must 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.
6. 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.
7. 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 or parents.
8. Emphasis is placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, abuses and potential dangers. This educative process shall be integrated within all areas of the school curriculum.
9. Unacceptable use of ICT constitutes a serious breach of school rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions.
10. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.
11. Children will not use any device:
 - to defame a person or an organisation
 - to put down another child
 - to racially harass or incite anyone
 - to bully
 - contrary to school rules or policy

**Information & Communication Technology Use By Students
(Kindergarten – Year 3)**

I _____ have discussed the use of ICT with my
Child _____ Year/Class _____
on the _____ (day), _____ (month), 201_____.
Signed _____ (Parent)

Please detach slip and return to school office.