POLICY

INFORMATION & COMMUNICATION TECHNOLOGY USE BY STUDENTS (YEAR 4 TO YEAR 6)

RATIONALE

Information and Communication Technology (ICT) is a valuable tool in Santa Clara School's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. When using ICT, we can communicate with people all over the world and research interesting topics. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material. As students in a Catholic school we must remember our responsibility to use email and the Internet in a positive way to help spread the "Good News" of Jesus. We do this through our words and actions. Our communications must always be truthful and respectful of other people.

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DEFINITIONS

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology. This includes Internet and email (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. At Santa Clara School ICT is provided for educational purposes only.

2. Using ICT at Santa Clara School is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).

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. Students shall be made aware that access to ICT, particularly the Internet, email and social networking can expose them to inappropriate material or potential harm.

5. 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.

6. 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 and sign, along with their child in Years 4-6, that this has been done. After the signatures have been received the child will be able to use ICT.

PROCEDURES

1. Students understand that the use of ICT at Santa Clara School is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.

2. Students shall never tell anyone via 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.

3. 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.

4. 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.

5. 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 must click on HOME or turn the monitor off and tell their teacher.

6. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.

7. 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

8. Some acceptable and unacceptable use by students of the ICT are listed below.

   8.1 Acceptable use includes:
   - following teachers' instructions
   - accessing only the information the teacher has agreed to
   - being polite and courteous when emailing or communicating
   - seeking the teacher's permission before sending an email
   - 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.

   8.2 Unacceptable use includes:
   - using ICT without permission or without supervision by a teacher
   - social networking sites like Facebook and Twitter
   - visiting any site that has not been approved by the teacher
   - using the Internet to access offensive or inappropriate information
   - interfering with emails, accounts or files belonging to others
   - downloading anything without the teacher's permission

- sending a personal photograph without the written permission of a parent
- sending anything without the teacher's permission
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email to bully, frighten, annoy or upset a person
- is sending or writing anything defamatory to a person or organisation

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Information & Communication Technology Use By Students
(Years 4 – 6)

I _____ have discussed the use of ICT with my

Child _____ Year/Class _____

on the _____ (day), _____ (month), 201_____.

Signed _____ **(Parent)** Signed _____ **(Child)**

Please detach slip and return to school office.