

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, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. 'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.' (Mandate, 22)

DEFINITIONS

Information and Communication Technology (ICT) includes all hardware, software, systems and technology including the internet, email, telecommunications devices and social media (e.g. Facebook) owned by the school, students and families.

Defamation is the publication, declaration or broadcast of material that is capable of lowering the reputation of a person in the estimation of others. Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission Harassment, Unlawful

Discrimination, Victimisation, and Bullying policy Social media refers to a group of internet based applications that allow users to share information and create communities.

PRINCIPLES

1. St Joseph's Primary 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 learn about things.
2. St Joseph's Primary 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. This privilege can be removed if school rules are broken.
3. St Joseph's Primary School can check all the school's ICT to make sure students are following the school rules. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT and privately owned ICT being used on the school site, including emails, are the property of the school, and as such, are subject to monitoring by the school.
4. ICT is provided to students as a tool to support learning and as such should be used in accordance with the expectations of the school as set out in this policy.
5. The use of school, student and family owned ICT on the school site, including the internet, email, and social media by students shall not be contrary to relevant State and Commonwealth laws (a summary of these laws is an attachment to this policy and forms part of this policy), a breach of school rules or policy, or otherwise be inappropriate or offensive (as outlined at procedure 5 of this policy).

PROCEDURES

1. Students shall obey all of the school rules about email and the internet and take good care of the school ICT 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 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.
4. Before students send an email or any message over the internet 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.
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.

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PRINCIPLES

1. St Joseph's Primary 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 learn about things.
2. Using St Joseph's Primary School ICT is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Commonwealth laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. St Joseph's Primary School can check all the school's ICT to make sure students are following the school rules. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT and privately owned ICT being used on the school site, including emails, are the property of the school, and as such, are subject to monitoring by the school.
4. ICT is provided to students as a tool to support learning and as such should be used in accordance with the expectations of the school as set out in this policy.
5. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
6. Students shall be made aware that access to ICT, particularly the internet and email, can expose them to inappropriate material or potential harm.

PROCEDURES

1. Students understand that the use of St Joseph's Primary School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.
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 using any form of digital communication (e.g. email, instant messaging)
 - seeking the teacher's permission before sending any digital communications (e.g. email, instant message)
 - 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 the supervision of 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
- downloading anything without the teacher's permission
- uploading 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 or message of any kind to bully, frighten, annoy or upset a person.
- using a personal device (such as a mobile phone or tablet) to access the internet using a mobile network such as 3G or 4G internet while at school.
- using a 3G or 4G internet connection from a personal device (such as a mobile phone or tablet) to create a wireless hotspot within our school.