



ICT Use by Students Guidelines

St Joseph's Catholic Primary School, Southern Cross

1.0 RATIONALE

Information and Communication Technology (ICT) is a valuable tool in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email, Office 365, blogs, videoconferencing tools, and the Internet, we can connect, talk to, and collaborate with other children, experts, and teachers around the world; and publish our work to share with real-world audiences.

If we do not follow school rules, it can also 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, the Internet, and other ICT tools in a positive way to help spread the "Good News" of Jesus through our words and actions. Our communications must always be truthful and respectful of other people.

2.0 DEFINITION

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology including the Internet, email, telecommunication devices and social media (e.g. Facebook, Instagram) 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 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. 2

3.0 SCOPE

This policy applies to all activities within the school.

4.0 PRINCIPLES

Principles applicable to students in Kindergarten through to Year Two.

1. St Joseph's 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 be used as an aid for learning.
2. St Joseph's 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. St Joseph's School can check all the school's ICT to make sure students are following the school rules.

Principles applicable to students in Year Three through to Year Six.

1. St Joseph's School ICT is provided for educational purposes only.
2. Using St Joseph's 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 Federal laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. 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. 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 and email, can expose them to inappropriate material or potential harm.

5.0 PROCEDURES

Procedures applicable to students in Pre-Kindy through to Year Two.

1. Students shall obey all of the school rules regarding ICT and take good care of all equipment.
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 feel bad or uncomfortable they must 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 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. Students shall not share any other student's private information with others.

Procedures applicable to students in Year Three through to Year Six.

1. Students understand that at St Joseph's School, 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.
- Acknowledging that PASSWORDS are private information
- Respecting the security of the ICT network.
- Student's shall exercise caution as to the quality and the accuracy of the information they are assessing and transmitting.

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 publishing 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 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.

Sharing password information

Transmitting personal information via the internet.

Assessing information in other people's files.

6.0 RELATED DOCUMENTS

- Catholic Education Commission of WA 2-C4 Harassment, Discrimination and Bullying Policy
- Catholic Education Commission of WA 2- D8 Management of Confidential Information in Schools Policy
- Catholic Education Commission of WA 2- D7 Exclusion of Students for Disciplinary Reasons Policy
- Catholic Education Commission of WA, Framework for the Development of Pastoral Care in Catholic Schools (2007)
- National Safe Schools Framework (2003, revised 2011) Education Services Australia (MCEECDYA)
- Our Lady of Lourdes School's Behaviour Management Policy
- Our Lady of Lourdes School's Promoting Students' Ability to Deal With Difficult Situations Parent Leaflet
- Copyright Act 1968 (Commonwealth)
- Equal Opportunity Act 1984 (WA)
- Classification (Publications, Film and Computer Games) Enforcement Act 1996
- Criminal Code Act (WA)
- Cybercrime Act 2001 (Commonwealth)
- Privacy Act 1988 (Commonwealth)

7.0 STATUTES

Important statutes which are applicable to students' use of school ICT include:

Copyright Act 1968 (Commonwealth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education.
- Sexual harassment and racial harassment in the workplace and in educational institutions,

This Act promotes:

- Community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Commonwealth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication e.g. 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Commonwealth)

Staff should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information. 6

**St Joseph's School Southern Cross
Information and Communication Technologies
Student Code of Conduct**

Years Pre-Kindergarten – Year 6 Student Agreement

I agree to use Information and Communication Technologies at St Joseph's School Southern Cross in a responsible manner to help students learn many skills and find out interesting things about the world and in a manner that reflects the Catholic Ethos of the school.

I will:

- Treat all ICT equipment with respect and follow IT/Class Rules.
- Not use CDs, USB Memory Sticks or external storage devices at school unless approved by the teacher.
- Not bring any software from home for use at school.
- Not attempt to alter/change the setup of any ICT equipment.
- Only use my own logon account and keep my password confidential.
- Not attempt to use other logons or access other people's data.
- Respect other people's privacy.
- Only use the Internet for purposes specified by my teacher.
- Not attempt to access inappropriate material on the Internet.
- Never give out personal information such as my surname, address, telephone number, parents' work address, telephone number or my picture on the internet.
- Follow copyright laws and not use material from the Internet unless I have permission from both the person who created the material and my teacher.
- Use the schools email system responsibly and in a way that reflects the schools values and the Catholic ethos
- Never send or use inappropriate language or words that may offend or upset someone.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way and report it to a teacher immediately.
- Not use the school devices to access social networks (e.g. Facebook, Instagram, etc)
Only access material approved by teachers on the internet.
- Remember that using Information and Communication Technologies at St Joseph's School is a privilege, not a right.

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I promise to immediately inform a teacher and click HOME if any of these guidelines have been broken or if I feel upset or scared or if I have found myself on an unsuitable Internet site.

I agree to follow the above rules and am aware that breaking them will result in the loss of my privilege to use ICT devices.

I agree to take care of my iPad and return it at the end of the year in the same condition as was presented to me.

Student Agreement (Year 3 – 6 Students Only)

Student's Full Name: _____

Student's Signature: _____ .Date: _____

Parent / Guardian Agreement (All students Pre-Kindergarten – Year 6 Students)

I agree to(child's full name) using Information and Communication Technologies at St Joseph's School for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

Parent / Guardian:

Name:.....Date: _____

Authorised by	Mel Allen - Principal	Signature:	
		Date:	26/10/21
Effective Date:	26.10.21	Next Review:	26.10.23