



# Mater Christi Primary School

## Student Use of Information & Technology Communication Policy

Originally written: 2001  
Reviewed: 2010  
Reviewed: 2014  
Due for Review: 2016

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### RATIONALE:

Information and Communication Technology (ICT), and in particular the Internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email and the Internet, 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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### DEFINITION:

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

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### PRINCIPLES:

1. The Mater Christi ICT is provided for educational purposes only.
2. Using Mater Christi 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.
4. 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 Mater Christi 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 includes:
    - following teachers' instructions
    - accessing only the information the teacher has agreed to
    - being polite and courteous when emailing
    - 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.
- 2.2 Unacceptable use includes:
- 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
  - 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.
3. Students shall obey all of the school rules about email and the Internet and take good care of the school computer equipment.
  4. Students shall only use the school software on the school's computers. Students will not bring any software from home to install on the school computers.
  5. Students shall never tell anyone via email or the Internet their name, address, telephone number or any other private information.
  6. Students will be supervised by a teacher at all times.

### Consequences of Misuse

The use of the internet at school is a privilege, not a right, and inappropriate use will result in a temporary or permanent cancellation of these privileges.

Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.