



Mater Christi
Catholic Primary School

Policy: **Student Use of ICT Policy**

Originally Released: **2001**

Date for Review: **2020**

RATIONALE:

Information and Communication Technology (ICT) is utilised in schools for learning and teaching. 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 the school's reputation.

In accordance to 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, para 22)

DEFINITION:

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

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.

SCOPE:

This policy applies to all students at Mater Christi Catholic Primary School who use ICT on any device during school hours and on the school premises. It also extends to school accounts or resources provided by Mater Christi used at home.

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.
3. All written, graphic, audio and other materials created, produced, stored or accessed on school ICT are the property of the school and as such are subject to monitoring by the school. This includes emails and privately-owned devices connected to the school network.

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. As parents are the prime educators of their child, they shall be informed of the school policy and are obliged to assist in facilitating its implementation. They are required to discuss and sign this policy with their child/children. After the signatures have been received, the child will be able to use ICT at Mater Christi.
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PROCEDURES:

1. The school will ensure that:
 - The ICT administrator applies the appropriate filters.
 - Students are instructed in the safe and responsible use of the internet and email.
 - Students are supervised by an adult when using the internet.
 - Students will not copy or print articles without permission from a teacher.
2. Students understand that the use of Mater Christi ICT is a privilege. 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.
3. Students shall never share, via email or the Internet, theirs or a peer's private information. Students shall not take or send a photograph of themselves or anyone else including teachers, students and parents without asking permission prior.
4. Emphasis is placed on educating the students, at a developmentally appropriate level, about ICT, it's applications, protocols, abuses and potential dangers. This educative process shall be integrated within all areas of the school curriculum.
5. Students shall only go to sites on the internet that the teacher has said they can use. If a student finds anything on the internet that is unacceptable (in accordance with section 8.2) they must close the browser and/or app and tell their teacher.
6. Unless written permission is given from teachers and parents; students are not permitted to bring in their personal devices. They are not to be used during school hours or connected to the school network. If a device is brought into school, students must hand it to their classroom teacher to be kept in a secure location for the day. Mater Christi is not responsible for the security of devices brought in without consent.
7. Students will take good care of the school's ICT equipment.
8. The acceptable and unacceptable use by students of 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.
 - Seeking the teacher's permission before sending an email.
 - 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 unacceptable material.
 - Handling all ICT equipment with care.
 - 8.2 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.

REVIEW PROCESS:

Originally written: 2001
Reviewed: 2010
Reviewed: 2014
Reviewed: 2016
Reviewed: 2018
Due for Review: 2020