



Whitford Catholic Primary School

INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS (YEARS 4-6) POLICY

Review: 2017

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, the practice of communication must be totally honest, legal and reflect the highest standard of accountability and sensitivity to human rights and relationships.

DEFINITIONS

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology including the internet, email and social media (e.g. Facebook) that may be used or accessed from a school campus, connected to a school's communication network or used or accessed from a school activity or function regardless of the venue.

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-C4 'Harassment, Discrimination and Bullying'.

Social media refers to a group of internet based applications that allow users to share information and create communities

PRINCIPLES

- At Whitford Catholic Primary School ICT is utilised for educational purposes only.
- At Whitford Catholic Primary School ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using the 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).
- The school and any child's teacher has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails.
- Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate or illegal material or potential harm.



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PROCEDURES

1. Students understand that at Whitford Catholic Primary School, ICT is utilised to support learning. Inappropriate or unlawful use of ICT or use that is harmful to others or brings the name of the school into disrepute will result in a loss of access to digital devices.
2. The acceptable and unacceptable use by students of the ICT are listed below.

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
- only photographing or videoing and publishing or sending images of other children where permission has been granted by the parent/guardian and teacher.

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 or post illegal, offensive or inappropriate material
- 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 or video without the written permission of a parent
- 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 any material which is illegal or with intent to bully, frighten, annoy or upset a person
- downloading and/or installing software programs (eg. exe files), videos, music, picture galleries, greeting cards, screen savers and games etc without the permission of the school.



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ACCEPTABLE USE OF TECHNOLOGY POLICY: STUDENTS 4 - 6

The purpose of these guidelines is to ensure that students at Whitford Catholic Primary School use our technology resources in an appropriate manner.

1. All access of technology, including Internet access, will be conducted under adult supervision.
2. Students will follow teacher instructions regarding the use of computer technology.
3. Students will take great care with the computer equipment.
4. Student behaviour in class when using the resources will be mature, responsible and courteous.
5. Students will work co-operatively and conscientiously.
6. When using the Internet, students will only access **appropriate information, which is relevant to their work**. The use of "book marked" sites (Favourites Folders) will be encouraged and screened by a staff member. Computer users will make no attempt to access inappropriate material. Inappropriate material is any site or image of a violent, sexual, racially offensive or abusive nature. If there is any doubt, students should discuss the matter with their teacher.
7. If students accidentally access inappropriate information, they will return to the home page and advise their teacher or supervising adult immediately.
8. Student photographs, work or video footage may be published on the Internet. Should parents wish to withdraw consent for this, please do so in writing to the school office.
9. Students will respect the privacy of others by not accessing their personal folders or mail.
10. Students will remember that it is a privilege, not a right to be using the Internet.
11. Students not respecting these guidelines will be subject to the school's Discipline Policy

Student Code of Conduct

Using Computer Resources: Year 4 – Year 6

I have read and discussed these guidelines with my/our child and agree to abide by them.

Child's name: _____

Class: _____

Parent's or Guardian's signature: _____

Student's signature: _____

This form must be signed and returned to school A.S.A.P. Thank you.