



Whitford Catholic Primary School

INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS (YEARS K-3) 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 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

- Whitford Catholic Primary School has made rules about how students use Information and Communication Technology (ICT) so that they can use it in the most responsible and appropriate way. Students must follow these rules and listen to their teacher so that ICT can be used to explore, create and communicate with others and learn about things.
- Whitford Catholic 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.
- Whitford Catholic Primary School and any child's teacher can check all ICT used in schools to make sure students are following the school rules.
- As parents are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.



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PROCEDURES

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.
3. Students shall only go 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, confused or uncomfortable they must click on the back button of their browser and then tell their teacher.
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 their parents. A student will not use email or the internet to annoy, bully, tease, taunt 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 personal photographs or videos to anyone without checking with their teacher and having a permission note from their parents.



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ACCEPTABLE USE OF TECHNOLOGY POLICY: STUDENTS K- 3

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 considerate and courteous.
5. Students will work co-operatively and do their best.
6. When using the Internet, students will only access appropriate information that is relevant to their work. Students will only access sites as directed by their teacher. The use of "book marked" sites (Favourites Folders) will be encouraged and screened by a staff member.
7. 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.
8. Students will respect the privacy of others by not accessing their personal folders or mail.
9. Students will remember that it is a privilege, not a right to be using the Internet.
10. Students not respecting these guidelines will be subject to the school's Discipline Policy.

Student Code of Conduct

Using Computer Resources: K – Year 3

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.