WHITFORD
CATHOLIC PRIMARY SCHOOL
Faith in God, Faith in Self

STUDENT USE OF ICT PROCEDURE – (KINDY – YEAR 2)

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing, and Behaviour

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. As a school community, we are committed to promoting the safe and responsible use of technology by providing cyber safety education and support for both students and parents. This includes the provision of workshops every two years, and learning opportunities that help develop awareness, knowledge and skills to navigate digital environments safely and responsibly.

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)' and Digital Technologies mean 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 or unacceptable behaviour as defined in the Catholic Education Western Australia (CEWA) Community Policy and the relevant CEWA Executive Directives concerning student safety, wellbeing, respectful behaviour, and conduct.

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

Learning Management Systems (LMS) refers to a virtual hub that allows users to share information and collaborate in a closed community.

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 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.

PROCEDURES

- Students shall obey all of the school rules regarding ICT and take good care of all equipment.
- 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 shall only go to Internet sites or applications 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.
- Students shall only send messages and emails with their teacher's permission. Everything a student writes through an LMS or email must be their best work that they would be proud to show their parents. A student will not use a LMS, messaging, email or the internet to annoy, bully, tease, taunt or frighten anyone.
- 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.
- 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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