WHITFORD
CATHOLIC PRIMARY SCHOOL
Faith in God, Faith in Self

STUDENT USE OF ICT PROCEDURE - YEAR 3-6

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 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 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 3.

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.
- The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.
- 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.

PROCEDURES

- Students understand that at Whitford Catholic Primary School, ICT is utilised to support learning. Inappropriate or unlawful use of ICT or Digital Technologies that is harmful to others or brings the name of the school into disrepute will result in a loss of access to digital devices. The acceptable and unacceptable use by students of the ICT are listed below.
- Acceptable use shall include but is not limited to:

o following teachers' instructions o accessing only the information the teacher has agreed to
o being polite and courteous when interacting on LMS
o gathering, organising, creating and sharing appropriate information for educational purposes
o correctly acknowledging the work of others according to copyright laws
o respecting the privacy of others including other students and staff members
o informing the teacher if you are concerned that you have accidently accessed inappropriate material
o handling all digital technologies equipment with care
o 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:

o using ICT without permission or without supervision by a teacher
o visiting any site that has not been approved by the teacher
o using the internet to access or post illegal, offensive or inappropriate material
o interfering with files belonging to others
o disclosing passwords, usernames and other confidential information to other students
o downloading anything without the teacher's permission
o sending a personal photograph or video without the written permission of a parent
o sending a message which has a false name or has used another's name without permission
o sending an email, posting to social media or LMS any material which is illegal or with intent to bully, frighten, annoy or upset a person

ACCEPTABLE USE OF TECHNOLOGY POLICY: STUDENTS 3 - 6

The purpose of these guidelines is to ensure that students at Whitford Catholic Primary School use our technology resources in an appropriate manner. Inappropriate or unlawful use of ICT or Digital Technologies will result in a loss to digital devices.

1. All access of technology, including Internet access, will be conducted under adult supervision.
2. Students will follow teacher instructions regarding the use of digital technologies.
3. Students will take great care with all digital technologies.
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. Device 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 notify 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 using other student's devices unless given permission.
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 Behaviour Management Policy.

Student Code of Conduct Using Digital Technologies: Year 3 – Year 6
I have read and discussed these guidelines with my/our child and agree to abide by them.

Student name: _____ Class: _____

Parent signature: _____

Student signature: _____

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

Reviewed: 2026