

St John's Primary School

Information Technology Policy

STUDENTS



St John's Primary School, as part of the Catholic faith community, strives to provide a caring, compassionate and supportive environment, where each person is valued and encouraged to develop to his/her full potential.

Promulgated: 2001
Reviewed: 2013, 2016
Due for Review: 2019



St John's Primary School Scarborough

Information and Communication Technology Use Policy

Students

1. Rationale

Information and Communication Technology (ICT) has been introduced into schools allowing access to email and the internet and other communication devices. 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 a risk of exposure in inappropriate and offensive material and personal safety.

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.

2. Definitions

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including the internet, email and social networking (e.g. Facebook, Twitter) and telecommunications devices (e.g. mobile phones) in facilities that may be used or accessed from a school campus or connected to a school's communication network.

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Discrimination, Victimisation and Bullying means unlawful behaviour as defined in the Catholic Education Commission Policy statement 2-C4 'Harassment, Unlawful Discrimination and Bullying'.

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

3. Principles

- 3.1. The St John's Primary School ICT is provided for educational purposes only and shall reflect the Catholic and educational teachings of St John's School.
- 3.2. The use of ICT shall be balanced within the school and used in line with the Australian Curriculum.
- 3.3. The use of St John's Primary School's ICT, including the internet and email, by students shall not be contrary to relevant State and Commonwealth laws, a breach of school rules or policy, or be inappropriate or offensive.
- 3.4. St John's Primary School has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
- 3.5. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to the inappropriate material or potential harm.

4. Procedures

- 4.1. Students understand that ICT at St John's Primary School is used to support their learning.
- 4.2. Students' use of ICT at St John's Primary School is monitored and supervised by the teacher.
- 4.3. Consequences for inappropriate and/or unacceptable use of ICT will be determined by the teacher and/or the principal on a case by case basis. It may result in the student being unable to use ICT for a period of time.
 - 4.3.1. Acceptable use shall include but is not limited to:
 - following teachers' instructions
 - accessing only the information and program that the teacher has agreed to.
 - researching information relating to assignments.
 - correctly acknowledging the work of others according to copyright laws
 - seeking the teacher's permission to send an email or picture.
 - 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.
 - 4.3.2. Unacceptable use shall include but is not limited to:
 - using ICT without permission.
 - visiting any site that has not been approved by the teacher.
 - using the internet to access or post illegal, offensive or inappropriate material.
 - downloading anything without the teacher's permission.
 - interfering with emails or files belonging to others.
 - sending an email or posting any material to a social media site which is illegal or with the intent to bully frighten annoy or upset a person.
 - sending anything without the permission of the teacher.

- 4.4 Storage devices may be brought to school with permission from the teacher. There must not be any inappropriate material on the devices.
- 4.5 Students shall never tell anyone via email or the internet their name, address, telephone number or any other private information. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents.
- 4.6 Students at St John's Primary School will participate in Cyber Safety Education Programs.
- 4.7 If students find anything on the Internet that makes them feel bad or uncomfortable they must click BACK or turn the monitor off and tell their teacher.
- 4.8 Student mobile phones are not allowed in the classroom. They must be placed in the office before school and can be collected at the end of the day, after school.



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Student Agreement

I, _____, agree to use Information and Communication Technology at St John's Primary School in a responsible manner to help us be fair to others and keep everyone safe.

I will:

- Take care of all ICT equipment and follow Class Rules.
- Follow my teachers' instructions.
- Only use my own login and password and keep them secret.
- Not look at, copy or delete other people's files.
- Not attempt to alter/change the setup of any ICT equipment.
- Only use the internet websites and programs specified by my teacher.
- Only send emails and information when I have approval from my teacher.
- Tell a teacher immediately if I see anything that makes me feel uncomfortable.

I understand:

- That I may be omitted from using ICT for a period of time if I use it in a way that is unacceptable or inappropriate.
- That it is unacceptable to use email or social media to bully, frighten, annoy or upset another person.
- That the school may check my computer files and folders and will monitor my internet use and sites I visit.
- That I may bring portable devices from home to school, with the permission of my teacher, and they must contain appropriate material.

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

Date: _____