

## INFORMATION AND COMMUNICATION TECHNOLOGY- STUDENTS

Revised 2012

Due for review:2015

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### **Rationale**

The focus of Information and Communication Technology (ICT) at St Andrew's Catholic Primary School is to prepare students for the 21<sup>st</sup> century world of digital technology. We will provide a safe, positive and supportive technological environment in which the students can achieve their greatest educational potential.

At St Andrew's we recognise the importance of being technologically literate, discerning analytical and critical users of technology and creating a positive digital footprint. We see the internet and ICT tools as valuable resources, but acknowledge that they must be used responsibly.

### **Definition**

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

### **Principles**

1. The St Andrew's ICT is provided for educational purposes only.
2. Using St Andrew's ICT is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. The 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.
4. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.

### **Procedures**

1. Students understand that the use of St Andrew's ICT is a privilege and that it may be lost if a student uses ICT in an unacceptable way.
2. Students will not bring any software from home to install on the school computers.
3. Students will only go onto internet sites that a teacher has said they can use. If students find anything on the Internet that makes them feel bad or uncomfortable they must turn the monitor off and tell their teacher.
4. Students will never tell anyone via email or the Internet their name, address, telephone number or any other private information.
5. Each student will sign an Acceptable Use Policy Agreement which will remain on file.
6. Students bringing mobile phones to school are required to leave them in the office during school hours. Mobile devices are not allowed on excursions or camps.

7. The acceptable and unacceptable uses by students of the ICT are listed below.

7.1 Acceptable use includes:

- following teachers' instructions
- accessing only the information the teacher has agreed to
- being polite and courteous when emailing
- seeking the teacher's permission before sending an email
- 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.

7.2 Unacceptable use includes:

- 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 offensive or inappropriate information
- interfering with emails or files belonging to others
- downloading anything without the teacher's permission
- sending a personal photograph without the written permission of a parent
- sending anything without the teacher's permission
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email to bully, frighten, annoy or upset a person.

### **Parent Support**

Parents are encouraged to work in partnership with St Andrew's by supporting the school's endeavour to educate students in the correct manner of ICT use.

The parents/carers must sign an Acceptable Use Agreement for their student if they wish the student to use our ICT equipment.

### **Breaches of the Acceptable Use Agreement**

Unacceptable use of ICT constitutes a serious breach of school rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions.

Unlawful and /or serious misuse of ICT may result in the school involving the Police or other government agencies.