



**THY KINGDOM COME**

# ICT Use by Students Policy & Contract

Policy Name	ICT Use By Students Policy & Contract
Review Dates	2007,2009, 2015
Date for Review	2017

## **STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (Years K-3)**

### **RATIONALE**

Communication Technology (ICT) has been introduced into schools predominantly through email and the internet. 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 to 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.

### **DEFINITIONS**

‘Information and Communication Technology (ICT)’ means all computer hardware, software, systems and technology including the internet, email, and social networking sites (eg facebook) and telecommunications devices (eg 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’s reputation in the estimation of others.

Harassment, Discrimination and Bullying is unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-B4: ‘Harassment, Discrimination and Bullying’.

- PRINCIPLES**
1. OLGC has made rules about how students use email and the internet so that they can use it in the best way. Students must follow these rules and listen to their teacher so that ICT can be used to communicate with others and learn about things.
  2. OLGC 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.
  3. OLGC can check all the school's ICT to make sure students are following the school rules.

- PROCEDURES**
1. Students shall obey all of the school rules about email and the internet and take good care of the school computer equipment.
  2. Students shall only use the school software on the schools computers. Students will not bring any software from home to install on the school computers.
  3. Students shall only send emails with their teacher's permission.
  4. Students shall go only 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 or uncomfortable they must click on HOME or turn the monitor off and tell their teacher.
  5. Before students send an email they must show it to the teacher. Everything a student writes in an email or through the internet must be their best work that they would be proud to show to their parents. A student will not use email or the internet to annoy, bully or frighten anyone.
  6. 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.
  7. 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.

# **A SCHOOL BASED POLICY ON STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (YEARS 4-6)**

## **RATIONALE**

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## **DEFINITIONS**

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## **PRINCIPLES**

1. The OLGC ICT is provided for educational purposes only.
2. Using OLGC 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 Commonwealth laws.
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 **OLGC** ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.
2. The acceptable and unacceptable use by students of the ICT are listed below.
  - 2.1 Acceptable use shall include but is not limited to:
    - 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.

2.2 Unacceptable use shall include but is not limited to:

- 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.

Dear Parents,

Your child will be using the internet for research during the year. For your child to obtain the maximum benefit from this resource the school has drawn up guidelines for its use. These guidelines are based on mutual respect and trust between student and teacher. We have outlined the responsibilities of the school, student and parent and the consequences if the student chooses not to follow these guidelines.

The School will endeavour to ensure that students:

- are supervised when using the internet.
- understand that there are sites that should not be visited.

The student will:

- check with the teacher before going to a site or link if uncertain about that site.
- search only on the relevant topic.
- receive and send e-mail only when it has been approved by the teacher.
- inform the teacher in a discreet manner if an inappropriate site has been accessed.

Teachers and parents need to:

- support one another to encourage the children to use the internet in an appropriate way. If the situation should arise the following consequences will be applied for not adhering to the guidelines:
  1. No access to school computers for two weeks.
  2. Complete all research and publishing work by non-computer methods.
  3. A note will be sent home to parents and it is hoped that parents will support the school in carrying out these consequences.

Access to the Internet is conditional on this contract being signed by the student, parent and school.

I have read and understood this contract and agree to these guidelines and consequences.

Name

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Signed

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STUDENT

PARENT

Date \_\_\_\_\_