



Topic: ICT: USE BY STUDENTS

Policy No: B8

Policy Area: EDUCATION

Originally Released: 2009

Date for Review and Reformatting: 2014

Date for Review: 2016

Principal: MRS KERRIE MERRITT

STUDENT USE OF DIGITAL TECHNOLOGIES WITHIN THE SCHOOL ENVIRONMENT

1. RATIONALE

Digital Technology has been introduced into schools predominantly through email, the Internet and mobile devices. The availability of such resources provides the opportunity for schools to help students develop their full potential. Digital Technology 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.

2. DEFINITIONS

Digital Technologies means all computer hardware (including mobile devices), software, systems including the internet, email and social networking (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. (Also known as Information Communication Technology - ICT)

1 to 1 means any device owned by the student or their family that is used at school and connected to the school 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'.

3. PRINCIPLES

- 3.1 The Assumption Catholic Primary School Digital Technologies are provided for educational purposes only.
- 3.2 Using Assumption Catholic Primary School Digital Technology is a privilege. This privilege can be removed if school rules are broken. Students using the school's Digital Technologies must not break State or Commonwealth laws.
- 3.3 The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school Digital Technology by students, including emails.
- 3.4 The school has the right to check all written, graphic, audio and other materials created, produced, or communicated on 1 to 1 devices, including emails.
- 3.5 Students shall be made aware that access to Digital Technologies, particularly the Internet and email, can expose them to inappropriate material or potential harm.
- 3.6 Students shall take personal responsibility when using the school's devices and services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all equipment.

4. PROCEDURES

- 4.1 Students understand that the use of Assumption Catholic Primary School Digital Technologies is a privilege. This privilege may be lost if a student uses Digital Technology in an unacceptable way.
- 4.2 Teachers will discuss the Acceptable Use of ICT Contract conditions with their students early in Term 1 and prior to any use by students.
- 4.3 The acceptable and unacceptable use by students of the Digital Technologies are listed below.
 - 4.3.1 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 immediately if you are concerned that you have accidentally accessed inappropriate material.
 - handling all Digital equipment with care.
 - researching information relating to assignments.*
 - gathering specific information about subjects/topics.*

- 4.3.2 Unacceptable use **shall** include but is not limited to:
- using 3G, 4G or other wireless hotspots to avoid the school web filtering service.
 - 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 websites.
 - 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/carer.
 - 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.
 - accessing networks without school authorisation.
 - transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit or harassing materials, offensive or discriminatory materials or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school.
 - communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way.
 - interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to distribution of unsolicited advertising, propagation of viruses, in any form, and using the network to make unauthorised entry to any other machine accessible via the network.
 - plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software.
 - downloading and/or installing software programs (eg .exe files), videos, music, picture galleries, greeting cards, screen savers and games etc without the permission of the school.
 - bringing to school and uploading from or downloading to a personal USB drive or similar storage device from school computers without prior permission from the teacher.

- 4.3.3 Unlawful use shall include but is not limited to:
- defaming someone or an organisation.
 - infringing copyright laws ie reproducing or adapting copyrighted material by downloading and further disseminating the material.
 - sending emails that could constitute sexual discrimination or sexual harassment.
 - sending emails that could constitute cyber bullying or harassment.
 - displaying sexually offensive or explicit material.
 - making offensive or insulting statements based on the race, colour or nationality of a person.
 - undertaking activities which breach State and Commonwealth laws.

4.4 Unacceptable and/or unlawful use of Digital Technologies constitutes a breach of school rules and may warrant disciplinary action which may include exclusion of the student in accordance with the schools disciplinary policy.

4.5 Students who are new to Assumption Catholic Primary School will be given the Acceptable Use of ICT Contract prior to attendance on their first day.

4.6 This policy can be made available to families and it is the caregivers' responsibility to be aware of its contents.

5. REVIEW HISTORY

Year Of Review	Reviewed by:	Amendments/ review
2009	ACPS Staff	Review
2012	ACPS Staff	Review
2014	ACPS Staff & ICT Committee	Review and Reformatted
Next Review 2016		

1.