



Policy Statement

REVIEWED 2012; 2015; 2019

Information and Communication Technology - Students

Rationale

The focus of Information and Communication Technology (ICT) at St Andrew's Catholic Primary School is to prepare students for the 21st 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).
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 or video 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.

St Andrew's Catholic Primary School



Companions on the Journey



Information and Communication Technology
Years PP – 6

All parents need to read and sign this.

St Andrew's Catholic Primary School
Information and Communication Technology (ICT)
Acceptable Use Parent Agreement

Information and Communication Technology (ICT) includes the use of computers and iPads, the school network, the internet, digital/video cameras, scanners and interactive whiteboards.

Dear Parents/Carers

To develop in students a responsible attitude when using computers and electronic equipment, an agreement outlining some basic rules has been created. This agreement is a promise, on behalf of the student, to behave appropriately, courteously and cooperatively in all situations when using electronic equipment.

Teachers will discuss the rules outlined but we would appreciate your support in discussing them further with your child. Students and parents may then sign the agreement and return it to school. Students will be permitted to use computers in the school once this agreement has been signed and returned.

We have a Bring Your Own Device program in Years 4-6 whereby all students are requested to bring a tablet, such as an iPad, to school each day. While this program is not compulsory, to facilitate better learning, nearly all children participate. A student will have access to a shared device if one is not provided by the family.

Please note that, while every reasonable effort is made by St Andrew's Catholic Primary School to prevent student exposure to inappropriate online content while using the internet, it is not possible to completely eliminate the risk of such exposure. Our school cannot filter internet content accessed by your child at home or in locations away from school, so we recommend the use of appropriate internet filtering software.

I declare that my child/children and I have read, understood and accepted the St Andrew's Catholic Primary School Policy on Acceptable Use of ICT.

We understand that disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or notifying the Police in serious cases.

Student Name (please print) _____ Class: _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature: _____ Date: _____

Please add names and classes of students if you have more than one child at St Andrew's

Student Name (please print) _____ Class: _____

Student Name (please print) _____ Class: _____

Student Name (please print) _____ Class: _____

Student Name (please print) _____ Class: _____

All students from Years 4 – 6 need to read and sign.

St Andrew's Catholic Primary School Access and Use Agreement (PP - 6)

These rules will help you stay safe when using ICT at school

Priority of Enrolment at St Andrew's based on the *Student Enrolment Policy* of the Catholic Education Commission of Western Australia and in accordance with the directions of the Bishops of Western Australia:

1. I cannot use school ICT equipment until my parent/s have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other ICT equipment for my schoolwork and only with the teacher's permission.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I will not tell anyone my password.
5. I will never publish my name or personal details on the internet.
6. I will not print anything without first obtaining teacher approval.
7. I can only go online or access the internet at school when a teacher gives permission and an adult is present.
8. I understand that I must not, at any time, use the internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass or, in any way, harm anyone else connected to our school, or the school itself, even if it is meant in a 'joke'.
9. While at school, I will not attempt to search for things online I know are not acceptable at our school or make any attempt to get around or bypass security, monitoring and filtering that is in place at our school.
10. If I find anything that upsets me, is mean or rude, or things I know are unacceptable at our school, I will turn off the monitor and get a teacher straight away.
11. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher, in accordance with copyright laws.
12. I will not connect any device (such as a USB, camera or phone) to school ICT or run any software without a teacher's permission. The only USBs allowed must be school approved and will only store related data on it.
13. I will take care of all ICT equipment which includes not changing the settings and reporting any breakages or damage to a staff member.
14. I understand that if I break these rules the school may need to tell my parents and access will be removed for a period of time. In serious cases where the breach is illegal, the Police will be contacted.

Student Name (please print) _____

Year and Group: _____ Date: _____

Student Signature: _____