



# INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS POLICY

<b>POLICY NO.</b>	<b>2-B8</b>
<b>POLICY NAME</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS</b>
<b>RELEASED</b>	<b>2019</b>
<b>REVIEWED</b>	<b>2022</b>

## RATIONALE

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. 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 risks regarding safety and personal reputation.

Acceptable use shall include, but is not limited to:

- gathering, organising, creating and sharing appropriate information for educational purposes
- encouraging collaborative projects and resource sharing
- any other tasks that are for educational or related purposes or that support and promote the school and its ideals.

Unacceptable use shall include but is not limited to:

- accessing networks without proper authorization.
- transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive
- infringing a person's copyright or other intellectual property rights
- discriminating against a person on the basis of, for example, sex, race, religion, disability or age
- dealing with a person's personal information in a way that breaches privacy laws
- defaming, harassing or bullying another person
- being contrary to school rules or policy
- bringing the school or Catholic Education into disrepute.

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.

The emphasis is on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, safety and digital citizenship. This educative process is integrated into all areas of the school curriculum.

Students are to be made aware of the following guidelines (at a developmentally appropriate level) by their class teacher, and reviewed frequently, to ensure appropriate use of the ICT by students attending Notre Dame Catholic Primary School.

### **The school will ensure that students:**

- are supervised when using the Internet
- have a clear understanding that there are sites that should not be visited
- will not copy or print articles without permission from a teacher

### **The student will:**

- check with the teacher before going to a site or link if uncertain about that site
- search only the relevant topic
- not deliberately access offensive or inappropriate information
- not use the Internet to send or receive a message that is inconsistent with the school's Code of Conduct and standards

- not divulge personal or school details of any kind without permission of the teacher
- be required to follow the copyright rules for all information used

Teachers and parents need to support one another to encourage the students to use the Internet in an appropriate manner.

**Consequences for inappropriate use:**

The use of ICT in a school is a privilege, not a right, and inappropriate use will result in temporary or permanent cancellation of this privilege. In addition, further disciplinary action may be imposed.

## STUDENTS' ACCEPTABLE USAGE POLICY

### Guidelines and Conditions for Appropriate Use of the Internet

The following guidelines have been decided upon to regulate the use of the Internet by students attending Notre Dame Catholic Primary School.

Notre Dame Catholic Primary School cannot control all of the information available on the Internet and is not responsible for other people's actions or the quality and content of information available.

#### The school will ensure that students:

- are supervised by a member of staff when using the Internet
- will have a clear understanding that there are sites that should not be visited
- will not copy or print articles without permission from a teacher

#### The student will:

- check with the teacher before going to a site or link if uncertain about that site
- search only the relevant topic
- not deliberately access offensive or inappropriate information
- not use the Internet to send or receive a message that is inconsistent with the school's Code of Conduct and standards
- not divulge personal / school details of any kind without permission of the teacher
- be required to follow the copyright rules for any information used

#### Teachers and parents need to:

- support one another to encourage the students to use the Internet in an appropriate manner
- be advised that inappropriate use of electronic information can be a violation of local, state, federal and international laws. Violations can lead to prosecution

#### Consequences for inappropriate use:

The use of the Internet in a school is a privilege, not a right, and inappropriate use will result in temporary or permanent cancellation of this privilege. In addition, further disciplinary action may be imposed.

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

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

Student's Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **K – YEAR 2 GUIDELINES USE OF INFORMATION AND COMMUNICATION TECHNOLOGY**

### **PRINCIPLES**

1. Notre Dame Catholic Primary School has made rules about how students use Information and Communication Technology (ICT) 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 explore, create and communicate with others and learn about the world in which they live.
2. Notre Dame Catholic Primary School 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. Notre Dame Catholic Primary School can check all ICT used in schools to make sure students are following the school rules.

### **PROCEDURES**

1. Students shall follow all of the school rules regarding ICT and take good care of all equipment.
2. Students shall only use the applications recommended by their teacher during school time. Students will not access other applications during school time or bring any applications from home to install on school devices
3. 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 immediately inform their teacher or another adult.
4. Students shall only send emails with their teacher's permission. 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.
5. 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.
6. 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. Students shall not share any other student's private information with others.

## **YEAR 3 – YEAR 6 GUIDELINES USE OF INFORMATION AND COMMUNICATION TECHNOLOGY**

### **PRINCIPLES**

1. At Notre Dame Catholic Primary School ICT is utilised for educational purposes only.
2. At Notre Dame Catholic Primary School ICT is a tool to support learning. Access to ICT can be removed if school rules are broken.
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.
4. Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or potential harm.

### **PROCEDURES**

1. Students understand that at Notre Dame Catholic Primary School ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

2. The acceptable and unacceptable use by students of the ICT are listed below.

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 and interacting on social media
- 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.

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
- disclosing passwords, usernames and other confidential information to other students
- downloading anything without the teacher's permission
- sending a personal photograph without the written permission of a parent/caregiver
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email or posting to a social media site with the intent to bully, frighten, annoy or upset a person
- accessing applications installed on student or parent owned devices, other than those recommended by a teacher, during school time.