STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY: YEARS 4 TO YEAR 6 POLICY

RATIONALE

Email and the Internet give people a way of communicating with friends or other people all over the world. We can send messages through email and also find out about many things by searching the Internet for information. Using the Internet in a sensible way can help us to learn many skills and find out interesting things about the world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic school and that Jesus wants us to follow him by always trying to do our best.

When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet and email so that we are safe and happy and so that we can learn new things in an exciting way.

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. St Maria Goretti's Catholic School ICT is provided for educational purposes only.

2. Using St Maria Goretti's Catholic School 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. St Maria Goretti's Catholic 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 Maria Goretti's Catholic School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.

2. The acceptable use of ICT by students includes:

2.1. Following teacher instructions.

2.2. Accessing only the information the teacher has agreed to.

2.3. Being polite and courteous when emailing.

2.4. Seeking the teacher's permission before sending an email.

2.5. Researching information for a topic or assignment given by the teacher.

2.6. Correctly acknowledging the work of others according to copyright laws.

2.7. Respecting the privacy of others including other students and staff members.

2.8. Informing the teacher if they are concerned that they have accidentally accessed inappropriate material.

2.9. Handling all ICT equipment with care.

3. The unacceptable use of ICT by students includes but is not limited to:

3.1. Using ICT without permission or without supervision by a teacher.

3.2. Visiting any website that has not been approved by the teacher.

3.3. Using the Internet to access offensive or inappropriate information.

3.4. Interfering with emails or files belonging to others.

3.5. Downloading anything without teacher permission.

3.6. Sending a personal photograph without the written permission of a parent/guardian.

3.7. Sending anything without teacher permission.

3.8. Sending or receiving a message which has a false name or has used another person's name without permission.

3.9. Sending an email to bully, frighten, annoy or upset another person