

St Paul's Primary School, Mt Lawley



STUDENT USE OF INFORMATION & COMMUNICATION TECHNOLOGY POLICY (Years 4-6)

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 to 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.

PRINCIPLES:

St Paul's Primary School ICT is provided for educational purposes only.

Using St Paul's Primary 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 Commonwealth laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).

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.

Students shall be made aware that access to ICT, particularly the internet and email, can expose them to inappropriate material or potential harm.

PROCEDURES:

Students understand that the use of St Paul's Primary School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.

Acceptable and unacceptable use of ICT by students is listed below:

Acceptable use shall include but is not limited to:

- following teacher instructions
- accessing only the information agreed to by the teacher
- sending only appropriate emails
- 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 inappropriate material has accidentally been accessed
- 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
- 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 with a false name or using another's name without permission
- sending an email to bully, frighten, annoy or upset a person.