



ACCEPTABLE USAGE OF ICT GUIDELINES STMs

RATIONALE

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such technology provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. 'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.' (Mandate, para 22)

DEFINITIONS

Information and Communication Technology (ICT) means all hardware, software, systems and technology including the internet, email, and social networking sites (e.g. Facebook) and telecommunications devices (e.g. mobile phones).

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-C4 'Harassment, Unlawful Discrimination, Victimisation and Bullying'.

Social media refers to a group of internet-based applications that allow users to share information and create communities.

PRINCIPLES

1. St Mary's School has made rules about how students use 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 communicate with others and learn about things.
2. St Mary's School ICT is provided for educational purposes only. ICT is integrated within the curriculum.
3. Using ICT at St Mary's School is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth laws. A summary of these laws is attached to this policy and forms part of these guidelines.
4. St Mary's 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. This applies to school, student and family owned devices being used at school.
5. 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 shall obey all of the St Mary's School rules about ICT and take good care of the school's ICT equipment.
2. Students understand that at St Mary's School, ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.
3. Parents are to be made aware of St Mary's ICT Policy and through signing the Student Agreement Form, attached, show that they will abide by the guidelines.
4. The acceptable and unacceptable use by students of the ICT are listed below.
 - 4.1 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 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
 5. 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
- 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 the teacher, during school time.
- sending anything without the teacher's permission

CONSEQUENCES

1. Unacceptable and/or unlawful use of ICT may constitute misconduct and/or serious misconduct and may warrant disciplinary action.

- 1.1 Any acts of continued misconduct will result in a student being banned from ICT products and hardware for a five-week period. Parents will be informed of breaches and punishment.
- 1.2 Any act(s) of serious misconduct will result in a student being banned from ICT products and hardware for a five-week period. Parents will be informed of breaches and punishment.
- 1.3 Continued misconduct will result in a student being banned for increasingly longer periods. Parents will be informed of breaches and punishment.

ATTACHMENTS

IMPORTANT STATUTES WHICH ARE APPLICABLE TO THE USE OF SCHOOL ICT INCLUDE:

Copyright Act 1968 (Cth)

Users may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education

Sexual harassment and racial harassment in the workplace and in educational institutions

Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Users must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Users should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

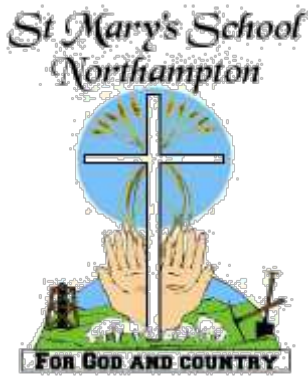
Users should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Users should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.



St Mary's School Information and Communication Technologies Parent Information Letter

Information and Communication Technologies Student Code of Conduct

Dear Parents/Guardians

St Mary's School recognises the importance of Information and Communication Technologies (ICT) and that teaching and learning are influenced by ICT. Information and Communication Technologies is defined as all computer hardware, software, systems, networks, web-based information and tools, telecommunication devices, media devices and any other ICT based resources. St Mary's is committed to ensuring that our students are equipped with these skills by actively supporting their access to the widest variety of information resources together with the development of appropriate skills to analyse and evaluate such resources. The use of ICT in schools provides significant educational value but can raise issues in relation to use, exposure and conduct by students.

St Mary's School implements a number of procedures and precautions to effectively maintain the safety of students, the school and the Catholic Education Western Australia (CEWA) Network. The St Mary's Information and Communication Technology Policy is based on the Catholic Education Commission of Western Australia Guidelines and reflects the importance of ICT use, safety and code of conduct that is expected by students and staff. The use of ICT (as defined) at St Mary's School is provided as a privilege and not a right.

The Role of Students

Students are responsible for appropriate behaviour and use of all ICT technologies and resources. Students are expected to follow the School's Student Code of Conduct relating to the use of Information and Communication Technologies. This Code of Conduct also includes the use of school internet-based software packages accessed at home and web based emails. Students who choose not to adhere to the Code of Conduct may have their access to the school network along with any use of ICT resources withdrawn. Parents and guardians will be notified of any breach in the St Mary's Code of Conduct relating to ICT use.

The Role of Parents

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. The school expects that these standards will be in accordance with the Student Code of Conduct and other general policies. Parents are responsible for monitoring student use of the internet at home and in particular when accessing student's Office 365 account from home. Use of any school-based applications and data from home requires the same level of conduct as outlined in the school's ICT Policy (Student).

The Role of School and Staff

Staff will incorporate the use of Information and Communication Technologies throughout the curriculum and teachers will provide guidance and instruction to students in the appropriate use of such resources. Staff will assist students to access information to support and enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

The school plans and implements various projects to provide appropriate ICT Resources (hardware, software, network, etc) to enable safe, effective, educationally relevant access for staff and students whereby it is physical and financially possible. These plans keep current trends, practices and technology at arm's reach for our students.

Student Access

The school network is provided for students by the school and incorporates the use of the CEWA Office 365 suite of applications and CEWA network. These networks utilise various filters, scanners, rules and applications to reduce the risks of students encountering information which has not been screened by educators for use by students. While these measures offer a strong level of protection it is imperative that students understand the school's expectations and protocols regarding the use of Information and Communication Technologies and that the policy clearly outlines appropriate action for students to take in the event of coming across unsuitable material.

All students must have a signed Information and Communication Technologies Code of Conduct Form. For students in Kindergarten to Year 3; this Code of Conduct is to be signed by parents on their behalf and for students in Year 4 to Year 6; it is to be signed by parents and students. Your permission through the signed Code of Conduct will be required for students to be able to access the school network. We ask for your support in discussing this matter with your child and returning the signed agreement to your child's class teacher. Should you have any enquiries relating to the Information and Communication Technologies utilised at the school, please do not hesitate to contact me.

Thanking you

Brett Love
Principal



St Mary's School Northampton Information and Communication Technologies Student Code of Conduct Years K – 6

Student Agreement

I agree to use Information and Communication Technologies at St Mary's School in a responsible manner and in a manner that reflects the Catholic Ethos of the school.

I will:

Treat all ICT equipment with respect and follow Computer Lab/Class Rules.

Not use disks, CD's or USB memory sticks at school – unless I have teacher permission and supervision. Not bring any software from home for use at school.

Not attempt to alter/change the setup of any ICT equipment.

Only use my own logon account and keep my password confidential.

Not attempt to use other logons or access other people's data. Respect other people's privacy.

Only use the internet for purposes specified by my teacher. Not attempt to access inappropriate material on the internet.

Never give out personal information such as my surname, address, telephone number, parents' work address, telephone number or my picture on the internet.

Follow copyright laws and not use material from the internet unless I have permission from both the person who created the material and my teacher.

Use the school's email system responsibly and in a way that reflects the school's values and the Catholic Ethos.

Never send or use inappropriate language or words that may offend or upset someone.

Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way and report it to a teacher immediately.

Not use the internet to frighten or annoy another person.

Remember that using Information and Communication Technologies at St Mary's School is a privilege, not a right.

I am aware that my actions and work can be monitored by staff.

I promise to immediately inform a teacher and click HOME if any of these guidelines have been broken, if I feel upset or scared or if I have found myself in an unsuitable internet site.

I agree to follow the above rules and am aware that breaking them will result in the loss of my privilege to use computers.

????????????????????

Student Agreement (Year 4 – 6 Students Only)

Student's Name: Student's Signature: Date:

Parent / Guardian Agreement (K – 6 Students)

I agree to(child's name) using Information and Communication Technologies at school

for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

Parent / Guardian Name:.....

Parent / Guardian Signature:.....

Date:.....

