



St Augustine Primary School

INFORMATION and COMMUNICATION TECHNOLOGY POLICY

YEAR THREE – YEAR SIX

RATIONALE

Information and Communication Technology (ICT) is utilised in St Augustine Primary School 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, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

DEFINITIONS

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

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment Unlawful Discrimination and Bullying'.

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

PRINCIPLES

1. At St Augustine Primary School ICT is utilised for educational purposes only.
2. At St Augustine Primary School ICT is a tool to support learning. Access to ICT can be removed if school guidelines are broken. Students using 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).
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 harm.

PROCEDURES

1. Students understand that St Augustine Primary School ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in loss of access to digital devices.
2. The acceptable and unacceptable use by students of the ICT are listed below
 - a. Acceptable use shall include, but is not limited to:

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- i. Following all teachers' instructions.
 - ii. Accessing only the information the teacher has agreed to.
 - iii. Logging on and using accounts that only belong to the student.
 - iv. If students find anything on the Internet that makes them feel bad or uncomfortable they must click BACK or turn off the monitor and tell their teacher as soon as possible.
 - v. Being polite and courteous when communicating with people online whether through email or in a message board.
 - vi. Seeking the permission of the teacher before sending an email.
 - vii. Respecting the privacy of other including students and staff members.
 - viii. Ensuring that photos, videos or recordings from school are not broadcast, transferred or uploaded without a teacher's permission.
 - ix. Handling all ICT equipment with care.
- b. Unacceptable use shall include, but is not limited to:
- i. Using ICT without permission or without supervision by an adult
 - ii. Visiting any site that has not been approved by the teacher
 - iii. Using the internet to access offensive or inappropriate information
 - iv. Interfering with emails or files belonging to others
 - v. Disclosing passwords, usernames and other confidential information to others
 - vi. Downloading anything without a teacher's permission
 - vii. Sending a personal photograph without the written permission of a parent/caregiver
 - viii. Sending or receiving a message which has a false name or has used another's name without written permission
 - ix. Sending an email or posting to a social media site with the intent to bully, frighten, annoy or upset a person
 - x. Accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.

CONSEQUENCES

1. The use of ICT at St Augustine Primary School is a privilege. This policy has been provided to ensure that all users are aware of the responsibilities and behaviours associated with ethical and lawful use of technology.
2. If a student breaches any of **ICT Acceptable Use Guidelines** or **ICT Rules**, appropriate disciplinary action will be applied which may include privileges being terminated, access to the school's technology resources being denied, suspension and, if applicable, mandatory reporting to law enforcement agencies may be involved.
3. Disciplinary action will be decided upon a case-by-case basis at the discretion of the principal or their delegate. All disciplinary action will be inline with the school's *Managing Student Behaviour Policy* and *Bullying Policy*.
4. Any disciplinary action taken will not put the student at any form of academic disadvantage.

Reviewed:
2015

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