

# St Augustine School

## ICT Acceptable Use Guidelines



- Acceptable Use
  - Acceptable use shall include, but is not limited to:
    1. Following all educator's instructions.
    2. Accessing only the information the educator has agreed to.
    3. Logging on and using accounts that only belong to the student.
    4. 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 educator as soon as possible.
    5. Being polite and courteous when communicating with people online whether through email or in a message board.
    6. Seeking the permission of the educator before sending an email.
    7. Respecting the privacy of other including students and staff members.
    8. Ensuring that photos, videos or recordings from school are not broadcast, transferred or uploaded without an educator's permission.
    9. Handling all ICT equipment with care.
  
- Unacceptable Use
  - Unacceptable use shall include, but is not limited to:
    1. Using ICT without permission or without the supervision by an educator.
    2. Visiting any site or resources that has not been previously approved by the teacher.
    3. Using the Internet to access offensive or inappropriate materials.
    4. Interfering with files or documents that belong to other people.
    5. Touching or using other people's devices without their permission.
    6. Not looking after the ICT equipment.
    7. Downloading anything without the educator's permission.
    8. Disclosing to anybody via the Internet or email their name, address, telephone number or any other private information.
    9. Sending any personal photographs without prior permission from a parent or educator.
    10. Sending or receiving a message which has a false name or has used another person's name or account without their permission.
    11. Identity theft will not be tolerated.
    12. Using ICT to bully, frighten, annoy or upset a person.
  
- Consequences
  - 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.
  - 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.
  - 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*. (for review 2016)
  - Any disciplinary action taken will not put the student at any form of academic disadvantage.