



**ST JOHN'S SCHOOL**

## **ST JOHN'S SCHOOL POLICY ON STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (Years 4-6)**

**Policy No: 2-B8**

**Policy Area: Education**

**Date for Review: 2014**

### **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 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.

### **DEFINITIONS**

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including the internet, email and social networking (eg facebook) and telecommunications devices (eg mobile phones) in facilities that may be used or accessed from a school campus or connected to a school's communication network.

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-B4: 'Harassment, Discrimination and Bullying'.

### **PRINCIPLES**

1. The St John's School ICT is provided for educational purposes only.
2. Using St John's 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).
3. 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.
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 John's School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.
2. The acceptable and unacceptable use by students of the ICT are listed below.
  - 2.1 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
    - 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 you are concerned that you have accidentally accessed inappropriate material
    - handling all ICT equipment with care.

- 2.2 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 which has a false name or has used another's name without permission
  - sending an email to bully, frighten, annoy or upset a person.