SACRED HEART PRIMARY SCHOOL HIGHGATE
STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (K-3)

RATIONALE

Email and the Internet give people a way of communicating with our friends or other people all over the world. We can send messages through email. We can also find out about many things by searching the Internet for information. Using the Internet in a sensible way can help us to learn many skills and find out interesting things about the world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic school and that Jesus wants us to follow him by always trying to do our best.

When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet and email so that we are safe and happy and so that we can learn new things in an exciting way.

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DEFINITION

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

PRINCIPLES

1. Sacred Heart Primary School Highgate has made rules about how students use email and the Internet 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. Sacred Heart Primary School Highgate has made rules about using ICT so that everyone at the school is safe and happy. Students can use ICT only if they look after it and follow all the rules about the use of ICT.

3. Sacred Heart Primary School Highgate can check all the school's ICT to make sure students are following the school rules.

PROCEDURES

1. Students shall obey all of the school rules about email and the Internet and take good care of the school computer equipment.

2. Students shall only use the school software on the schools computers. Students will not bring any software from home to install on the school computers.

3. Students shall only send emails with their teacher's permission.

4. Students shall go only to sites on the Internet that a teacher has said they can use. If students find anything on the Internet that makes them feel bad or uncomfortable they must click on HOME or turn the monitor off and tell their teacher.

5. Before students send an email they must show it to the teacher. Everything a student writes in an email or through the Internet must be their best work that they would be proud to show to their parents. A student will not use email or the Internet to annoy, bully or frighten anyone.

6. People who put information on the Internet for students to read own that information. If students use anything from the Internet in their own work they must check with their teacher before they copy it to make sure they have the owner's permission to copy it.

7. Students shall never tell anyone via email or the Internet their name, address, telephone number or any other private information. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents.

SACRED HEART PRIMARY SCHOOL HIGHGATE
STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (YRS 4-7)

RATIONALE

Information and Communication Technology (ICT), and in particular the Internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material. As students in a Catholic school we must remember our responsibility to use email and the Internet in a positive way to help spread the "Good News" of Jesus. We do this through our words and actions. Our communications must always be truthful and respectful of other people.

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DEFINITION

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

PRINCIPLES

1. The Sacred Heart Primary School Highgate ICT is provided for educational purposes only.

2. Using Sacred Heart Primary School Highgate 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 Federal 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 Sacred Heart Primary School Highgate 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 includes:
   - 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 includes:
   - 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.

USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (8-12 NOT APPLICABLE TO SACRED HEART PRIMARY SCHOOL HIGHGATE)

RATIONALE

Information and 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.

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DEFINITION

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

PRINCIPLES

1.   The ICT is provided for educational purposes only.

2.   Using 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 Federal 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 and in particular email and the Internet can expose them to inappropriate material or potential harm.

5.   Students shall take personal responsibility when using the school's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.

PROCEDURES

1.   The school is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this policy.

2.   The school shall identify acceptable and unacceptable use of email and Internet systems and is committed to regularly updating this policy.

   2.1   Acceptable use includes:

   - researching information relating to assignments*
   - gathering specific information about subjects/topics*
   - emailing a teacher or friend for assistance with school related work
   - other teacher directed activities.
     * *Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.*

   2.2   Unacceptable Use:

   2.2.1   Unacceptable use includes but is not limited to:
   - accessing networks without school authorization
   - transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes

threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school

- communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
- interfering with or disrupt network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, and using the network to make unauthorised entry to any other machine accessible via your network
- plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software
- conducting private business matters or use the system for any personal gain
- downloading and/or installing software programs (eg .exe files), videos, music, picture galleries, greeting cards, screen savers and games etc without the permission of the school.

2.2.2   It is unlawful to send emails which:

- defame someone or an organisation
- infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material
- contain statements which could constitute sexual discrimination or sexual harassment
- display sexually offensive or explicit material
- contain offensive or insulting statements based on the race, colour or nationality of a person
- undertake activities which breach State and Commonwealth laws.

3.   Unacceptable and/or unlawful use of ICT systems constitute a breach of school rules and may warrant disciplinary action.

4.   This policy is available through [(insert school name) …the school to insert where the policy is available eg school's web site] and it is the student's responsibility to be aware of its contents.