STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS

RATIONAL
Information and Communication Technology (ICT) is utilised at St Jude’s for learning, teaching and administration. The availability of such resources provides the opportunity for us 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)

DEFINITION
‘Information and Communication Technology (ICT)’ includes all hardware, software, systems and technology including the internet, email, telecommunications, devices and social media (e.g. Facebook) owned by the school, students and families.

Defamation is the publication, declaration or broadcast of material that is capable of lowering the reputation of 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, Victimisation, and Bullying.

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

PRINCIPLES
1. The policy concerning student use of ICT shall reflect the teachings and educational goals of St Jude’s. Usage of ICT shall be balanced with all elements of the school curriculum.

2. St Jude’s will ensure policies and practices are effective in ensuring appropriate usage by students of ICT.

3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT and privately owned
ICT being used on the school site, including emails, are the property of St Jude’s, and as such, are subject to monitoring by the school.

4. ICT is provided to students as a tool to support learning and as such should be used in accordance with the expectations of the school as set out in this policy.

5. St Jude’s 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. 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.

6. Using St Jude’s ICT is a privilege. This privilege can be removed if school rules are broken. The use of school, student and family owned ICT on the school site, including the internet, email, and social media by students shall not be contrary to relevant State and Commonwealth laws, a breach of school rules or policy, or otherwise be inappropriate or offensive (as outlined at procedure 5 of this policy).

7. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.

8. As parents/caregivers are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.

PROCEDURES

1. Students understand that the use of St Jude’s ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable or unlawful way.

2. The acceptable, unacceptable and unlawful use by students of the ICT are listed below.

   **Acceptable use includes but is not limited to:**
   - following teachers’ instructions
   - accessing only the information the teacher has agreed to
   - being polite and courteous when emailing or online
   - 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.

Unacceptable use shall include but is not limited to:
• accessing networks without supervision by a teacher.
• transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive.
• downloading anything without the teacher’s permission
• unauthorized disclosing or communicating of information concerning any password, identifying code or other confidential information without permission.
• interfering with or disrupting network users, services or equipment.
• breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property.
• using school network and/or equipment to conduct private business for commercial gain or promote material unrelated to school defined tasks.
• bringing the school or Catholic Education into disrepute.

Unlawful use shall include but is not limited to:
• defaming a person or organisation in an email, web page or through social media.
• infringing of copyright laws i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material.
• digital communication that could constitute sexual discrimination or sexual harassment.
• digital communication that could constitute cyber bullying
• storing, accessing, displaying or creating sexually offensive material.
• sending digital communications which are discriminatory on the basis of, for example, race, sex, gender, disability or age.
• undertaking activities that breach State or Commonwealth legislation.

3. Students shall obey all of the school rules about ICT use and take good care of the school devices. All students will be asked to sign a Digital Citizen Agreement (see Appendix 1)

4. Students shall only use the school software on the schools devices. Students will not bring or download any software/apps from home to install on the school devices.

5. Students shall only send emails with their teacher’s permission.
6. 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.

7. 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.

8. 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.

9. 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.

10. Unacceptable use of ICT constitutes a serious breach of our school rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.
Kindy to Year 2 Digital Citizenship Agreement

I am a Digital Citizen when I...

Always WASH my hands before using the iPad.

Carry the iPad with TWO hands at all times.

Only use the APPS my teacher asks me to.

Am GENTLE when touching the screen.

Child’s name: ___________________________

I acknowledge that I have spoken with my child about the school digital citizen agreement and will help my child follow this agreement.

_______________________________

Parent sign here
Year 3 to 6
Digital Citizenship Agreement

I am a Digital Citizen:
- I will protect my private information and the information of others.
- I will respect myself and others when I am online.
- I will stand up and say “No” to cyberbullying.
- I will tell an adult straight away if I come across any information that makes me feel uncomfortable. I understand that to have technology rights, I have to be responsible in my actions as well.
- I will use the school device for educational purposes only.
- I understand that my device is a learning tool and I will not abuse this privilege.
- I will keep the device safe and secure at all times.
- I will check with my teacher before downloading or installing software or doing anything that could possibly damage the computer.
- I understand that there will be consequences at school and loss of technology privileges if any of the rules above are broken.

I understand what it means to be a good digital citizen and I promise to adhere to these rules to create a kind and respectful digital world.

______________________________
Child sign here

I acknowledge that I have spoken with my child about the school digital citizen agreement and will help my child follow this agreement

______________________________
Parent sign here