



Matthew Gibney Catholic Primary School

Information & Communication Technology – Use by Students (Kindy to Yr 3)

Updated: 2012

Due for Review: 2017

RATIONALE

Communication Technology (ICT) has been introduced into schools predominantly through the internet and email. 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, iPads, software, systems and technology including the internet, email, and social networking sites (e.g. facebook) and telecommunications devices (e.g. 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'.



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PRINCIPLES

1. Matthew Gibney Catholic Primary School 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. Matthew Gibney Catholic Primary School 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. Matthew Gibney Catholic Primary School can check all the school's ICT to make sure students are following the school rules.
4. Student access to school ICT is a privilege, not a right, therefore there are responsibilities for all involved.
5. Students who break any of the school ICT rules may lose their privileges. These rules help us to be fair to others and keep everyone safe.

PROCEDURES

The following agreements and understandings will help us to be fair to others and keep everyone safe.

I agree:

To take care of all ICT equipment

To follow my teachers' instructions

To only use my own login and password and I will keep my password a secret when I use the internet or email

Not to look at, copy or delete other people's files

Not to bring USB sticks or CD ROMS to school without permission

Only to email people I know, or who my teacher has approved

That all messages I send will be polite, courteous and sensible

Not to email, copy or use any photos taken of students or teachers without their permission

Not to email, copy or use any photos that identify my school

When email not to give my own, or anybody else's personal information (home address, phone number) or arrange to meet someone



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To ask permission before opening an email or attachment sent by someone I do not know

To tell a teacher immediately if I see anything I am unhappy with or if I receive an email message I do not like.

I understand:

That the use of ICT is a privilege and that this privilege may be lost if I use ICT in an unacceptable way

That it is unacceptable to send an email to bully, frighten, annoy or upset another person

That the school may check my computer files and folders and will monitor my internet use and the internet sites I visit

1. Students will obey all of the school rules about email and the internet and take good care of the school computer equipment.
2. Students will 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 will only send emails with their teacher's permission.
4. Students will 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.
8. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents.