

St Damien's Catholic Primary School's POLICY ON STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (Years K-1)

RATIONALE

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. 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 risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

DEFINITIONS

'Information and Communication Technology (ICT)' means all hardware, software, systems and technology including the internet, email, telecommunications devices (e.g. *mobile phones*) and social media (e.g. *facebook*).

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Unlawful Discrimination, Victimisation and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff)'.

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

PRINCIPLES

1. St Damien's Catholic Primary School has made rules about how students use Information and Communication Technology (ICT) 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 explore, create and communicate with others and learn about the world in which they live.
2. St Damien's 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. St Damien's Catholic Primary School can check all ICT used in schools to make sure students are following the school rules. This includes digital devices provided by students and families.

PROCEDURES

1. Students shall obey all of the school rules regarding ICT and take good care of all equipment.
2. Students shall only use the applications recommended by their teacher during school time. Students will not access other applications during school time or bring any applications from home to install on school devices. Students will not access applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.
3. 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 immediately inform their teacher or another adult.
4. Students shall only send emails with their teacher's permission. 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.

5. 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.
6. 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. Students shall not share any other student's private information with others.

