

St Damien's Catholic Primary School's POLICY ON STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (Years 4-6)

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 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, 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.

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- PRINCIPLES**
1. At St Damien's Catholic Primary School ICT is utilised for educational purposes only.
 2. At St Damien's Catholic Primary School ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using 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 ICT by students, including emails.
 4. Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or potential harm.
 5. Students shall take personal responsibility when using 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.

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- PROCEDURES**
1. St Damien's Catholic Primary School is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use shall not be tolerated under any circumstances and disciplinary action shall be taken against any student who breaches this policy.
 2. St Damien's Catholic Primary School shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.
 - 3.1. Acceptable use shall include but is not limited to:
 - researching information relating to assignments*

- gathering specific information about subjects/topics*
 - creating digital content to demonstrate learning
 - contacting 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 shall include but is not limited to:

- accessing networks without school authorisation
- 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 disrupting 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 the network
- plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software
- conducting private business matters or using 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.
- accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.

2. Unlawful use shall include but is not limited to:

- defaming someone or an organisation
- infringing copyright laws ie reproducing or adapting copyrighted material by downloading and further disseminating the material
- sending messages that could constitute sexual discrimination or sexual harassment
- sending messages that could constitute cyber bullying or harassment
- accessing or displaying sexually offensive or explicit material
- making offensive or insulting statements based on the race, colour, nationality, gender, religious beliefs, disabilities, age or personal circumstances of a person
- undertaking 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 which may include exclusion of the student in accordance with the schools disciplinary policy.

4. This policy is available through the school's website and it is the student's responsibility to be aware of its contents.

Christ Shines