



# School ICT Use by Students Policy

## **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, 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. At St Lawrence Primary School, ICT is utilised for education purposes only.
2. At St Lawrence 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.
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. This applies to school, student and family owned devices being used at school.
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.



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 shall 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 shall 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 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. Please complete the following details:

I understand if the above conditions are not followed, that it could lead to my iPad privileges being withdrawn.

<b>Name of Student:</b> _____	<b>Student's Signature:</b> _____
<b>Date:</b> _____	<b>Parent's Signature:</b> _____



## **GENERAL USE**

1. I understand it is recommended that I bring my iPad to school each day.
2. I will ensure the iPad is charged at the beginning of each school day.
3. I will leave the iPad charger at home unless directed to bring it to school under special circumstances.
4. I will hold the iPad carefully when carrying it and will walk with it at all times.
5. I will keep food and drinks away from the iPad.
6. I will immediately report any accidents or breakages to my teachers and parents.
7. iPads have the capacity to take digital images, both still and video. Unless appropriate permissions are sought, the taking of digital images is an invasion of personal rights. Under no circumstances can iPads be used to take or distribute digital images without both the expressed permission of the person whose image is being taken and the supervising teacher.

## **CONTENT**

1. I will use the iPad only to support my school learning program whilst at school.
2. I will always have the Zulu Desk management System application installed on my iPad to monitor and manage access to the St Lawrence WIFI.
3. I permit my teachers and parents to perform checks to monitor that I have not installed illegal unsuitable software applications and content and to check the websites which I visit. I understand there will be consequences for inappropriate use.

## **SAFETY & SECURITY**

1. I will only go to websites at school which support my learning activities via the St Lawrence Primary School Internet Service Provider (ISP) only.
2. I will be cybersafe and cybersmart when using the internet.
3. I will comply with all School policies, procedures, guidelines and rules in respect to cyber safety and usage of digital technologies.
4. I will demonstrate moral and ethical etiquette when using my iPad and other equipment with regard to other people.
5. For security reasons, I am not to share account names and passwords with anyone unless requested by School staff or support technicians when servicing the iPad.
6. I am responsible for the security and use of the iPad while at St Lawrence Primary School.
7. Student identification must remain permanently present on a student's iPad.

I understand if the above conditions are not followed, that it could lead to my iPad privileges being withdrawn.

<b>Name of Student:</b> _____	<b>Student's Signature:</b> _____
<b>Date:</b> _____	<b>Parent's Signature:</b> _____