St Joseph's School

INFORMATION & COMMUNICATION TECHNOLOGY USE BY STUDENTS

(Year PP-3)

RATIONALE

Email and the Internet give people a way of communicating with our friends or other people all over the world. We can send messages through email. We can also find out about many things by searching the Internet for information. Using the Internet in a sensible way can help us to learn many skills and find out interesting things about the world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic school and that Jesus wants us to follow him by always trying to do our best.

When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet and email so that we are safe and happy and so that we can learn new things in an exciting way.

DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including the Internet and email and social networking eg: facebook and twitter 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 in the estimation of others.

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-B4: 'Harassment, Discrimination and Bullying'.

PRINCIPLES

1. St Joseph's Boulder 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. St Joseph's Boulder 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. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.
4. As parents are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.
5. St Joseph's Boulder recognises the need for the school and parents to work in harmony with ICT and require parents to discuss with their children the expectations laid out in this policy and sign on the child's behalf in grades K-3 that this has been done. After the signature has been received the child will be able to use ICT.

PROCEDURES

1. Students shall obey all of the school rules about email and the Internet and take good care of the school computer equipment.
2. Students shall 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 shall only send emails with their teacher's permission.
4. 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.
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. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents.
8. Emphasis is placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, abuses and potential dangers. This educative process shall be integrated within all areas of the school curriculum.
9. Unacceptable use of ICT constitutes a serious breach of 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.
10. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.
11. Children will not use computers to:
    - defame a person or an organisation,
    - put down another child
    - racially harass or incite anyone
    - will not bully
    - contrary to school rules or policy

I _____ have discussed the use of ICT with my child_____

on the _____ (day), _____ (month), 201____.

Signed _____ (Parent)

Copyright Act 1968 (Cth)
Staff may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)
This Act precludes:
- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education;

- Sexual harassment and racial harassment in the workplace and in educational institutions, and

- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)
Staff must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)
Staff should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)
Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)
Staff should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

St Joseph's School

INFORMATION & COMMUNICATION
TECHNOLOGY USE BY STUDENTS

(YRS 4-6)

Released 2010
Review 2014

RATIONALE

Information and Communication Technology (ICT), and in particular the Internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material. As students in a Catholic school we must remember our responsibility to use email and the Internet in a positive way to help spread the "Good News" of Jesus. We do this through our words and actions. Our communications must always be truthful and respectful of other people.

DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email eg: Facebook and Twitter) and telecommunications devices (eg: 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 in the estimation of others.

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-B4: 'Harassment, Discrimination and Bullying'.

PRINCIPLES

1. The St Joseph's Boulder ICT is provided for educational purposes only.
2. Using St Joseph's Boulder ICT is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT, including emails, are the property of the school, and as such, are subject to monitoring by the school.
4. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.
5. As parents are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.
6. St Joseph's Boulder recognises the need for the school and parents to work in harmony with ICT and require parents to discuss with their children the expectations laid out in this policy and sign, along with their child in years 4-7 that

this has been done. After the signature has been received the child will be able to use ICT.

PROCEDURES

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8. Emphasis is placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, abuses and potential dangers. This educative process shall be integrated within all areas of the school curriculum.
9. Unacceptable use of ICT constitutes a serious breach of 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.
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