Our Lady's Assumption School

INFORMATION AND COMMUNICATION TECHNOLOGY POLICY
(Years 3-6)

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, telecommunication 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 Our Lady's Assumption School ICT is utilised for educational purposes only.

2. At Our Lady's Assumption 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. 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.

PROCEDURES

1. Students understand that at Our Lady's Assumption School ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

2. The acceptable and unacceptable use by students of the ICT are listed below.

   2.1 Acceptable use shall include but is not limited to:
   - following teachers' instructions
   - accessing only the information the teacher has agreed to
   - being polite and courteous when emailing and interacting on social media
   - researching information for a topic or assignment given by the teacher
   - correctly acknowledging the work of others according to copyright laws
   - respecting the privacy of others including other students and staff members
   - informing the teacher if you are concerned that you have accidentally accessed inappropriate material
   - handling all ICT equipment with care.

   2.2 Unacceptable use shall include but is not limited to:
   - using ICT without permission or without supervision by a teacher
   - visiting any site that has not been approved by the teacher
   - using the internet to access offensive or inappropriate information
   - interfering with emails or files belonging to others
   - disclosing passwords, usernames and other confidential information to other students
   - downloading anything without the teacher's permission
   - sending a personal photograph without the written permission of a parent/caregiver
   - sending or receiving a message which has a false name or has used another's name without permission
   - sending an email or posting to a social media site with the intent to bully, frighten, annoy or upset a person
   - accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.