



First Written: 2006  
Due for review: 2017

## Student Use of ICT (K-2)

### 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 telecommunications devices (e.g. mobile phones).

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)'.

### PRINCIPLES

1. St Joseph's 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 Joseph's 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 Joseph's 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.



## Student Use of ICT (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.

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### DEFINITIONS

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

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'.

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### PRINCIPLES

1. At St Joseph's ICT is utilised for educational purposes only.
2. At St Joseph's 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 and email can expose them to inappropriate material or potential harm.

### PROCEDURES

1. Students understand that at St Joseph's, 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.
  - 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 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.



## APPENDIX 1

### **Important Statutes Which Are Applicable To Students' Use Of School ICT Include the Following State And Commonwealth Laws**

#### **Copyright Act 1968 (Commonwealth)**

Students 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
- 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)**

Students 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)**

Students 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 (Commonwealth)**

Unauthorized access to or modification of data held in a computer and unauthorized impairment of electronic communication e.g. 'hacking' or infecting computer systems with a virus, are illegal.

#### **Privacy Act 1988 (Commonwealth)**

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.