Our Lady of Mt Carmel School Mullewa

STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY

1. Rationale

Information and Communication Technology (ICT) is utilised in Our Lady of Mount Carmel for learning, teaching and administration. The availability of such resources provides the opportunity for our school 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, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. 'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.' (Mandate, 22)

2. Definitions

Information and Communication Technology (ICT) includes all hardware, software, systems and technology including the internet, email, telecommunications devices and social media (e.g. Facebook) owned by the school, students and families.

Defamation is the publication, declaration or broadcast of material that is capable of lowering the reputation of a person in the estimation of others.

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission Harassment, Unlawful Discrimination, Victimisation, and Bullying policy

Social media refers to a group of internet based applications that allow users to share information and create communities.

3. Principles

- The policy concerning student use of ICT reflects the teachings and educational goals of Our Lady of Mount Carmel. Usage of ICT shall be balanced with all elements of the school curriculum and integrated across all learning areas.
- All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT and privately owned ICT being used on the school site, including emails, are the property of the school, and as such, are subject to monitoring by the school.
- ICT is provided to students as a tool to support learning and as such should be used in accordance with the expectations of the school as set out in this policy.
- Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.

- The use of school, student and family owned ICT on the school site, including the internet, email, and social media by students shall not be contrary to relevant State and Commonwealth laws (a summary of these laws is an attachment to this policy and forms part of this policy), a breach of school rules or policy, or otherwise be inappropriate or offensive (as outlined at procedure 5 of this policy).
- As parents/caregivers are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.
- An Acceptable Use Policy identifies acceptable uses of Our Lady of Mount Carmel School, Mullewa, network and the Internet, and those which are not. These guidelines are provided here so that you understand and agree to the responsibilities you are about to accept.

PROCEDURES

Acceptable use shall include, but is not limited to:

- gathering, organising, creating and sharing appropriate information for educational or related purposes
- encouraging collaborative projects and resource sharing
- any other tasks that are for educational or related purposes or that support and promote the school and its ideals.

Unacceptable use shall include but is not limited to:

- accessing networks without proper authorisation
- transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful physically or emotionally, including bullying or harassment within or outside the school.
- unauthorized disclosing or communicating of information concerning any password, identifying code or other confidential information without permission.
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form and using the network to make unauthorized entry to any other machine accessible via the school network (i.e. 'hacking')
- breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property.
- using school network and/or equipment to conduct private business for commercial gain or promote material unrelated to school defined tasks.
- bringing the school or Catholic Education into disrepute.

Unlawful use shall include but is not limited to:

- defaming a person or organisation in an email, web page or through social media.
- infringing of copyright laws i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material.
- digital communication that could constitute sexual discrimination or sexual harassment.
- digital communication that could constitute cyber bullying
- storing, accessing, displaying or creating sexually offensive material
- sending digital communications which are discriminatory on the basis of, for example, race, sex, gender, disability or age.
- undertaking activities that breach State or Commonwealth legislation.

Acceptable Use of ICT Policy K-2

The following agreements and understandings will help us to be fair to others and keep everyone safe.

I agree:
- To take care of all ICT equipment
- To follow my teachers' instructions on the use of ICT
- To only visit internet sites or use apps that the teacher has approved
- To ask permission before using ICT
- To tell the teacher immediately if I see anything that I am unhappy about

I understand:
- That the use of ICT is a privilege and that this privilege may be lost if I use ICT in an unacceptable way
- That it is unacceptable to use ICT to bully, frighten, annoy or upset another person
- That the school may check any device and will monitor my internet use and the internet sites I visit
- That students and staff who are working on class activities have priority in the use of ICT equipment

I declare that my child and I have read, discussed, understood and accepted the Our Lady of Mount Carmel's policy on Acceptable Use of ICT

Surname: _____ **Given Name**: _____

Class: _____

Parent Signature: _____ **Date:** ____/____/____

Acceptable Use of ICT Policy 3-6

The following agreements and understandings will help us to be fair to others and keep everyone safe.

I agree:
- To take care of all ICT equipment
- To follow my teachers' instructions on the use of ICT
- To only visit internet sites or use apps that the teacher has approved
- To ask permission before using ICT
- To tell the teacher immediately if I see anything that I am unhappy about
- To use suitable language at all times
- To use my own login and password at all times
- Not to look at, copy or delete other people's files
- Not to bring in USBs without permission
- Only e-mail/message people I know, or whom my teacher has approved
- All messages I send will be polite, courteous and sensible
- Not to e-mail/message, copy or use any photos taken of students or teachers without permission
- When emailing/messaging not to give my own or anybody else's home address or phone number, or arrange to meet someone

I understand:
- That the use of ICT is a privilege and that this privilege may be lost if I use ICT in an unacceptable way
- That it is unacceptable to use ICT to bully, frighten, annoy or upset another person
- That the school may check any device and will monitor my internet use and the internet sites I visit
- That students and staff who are working on class activities have priority in the use of ICT equipment

I declare that my child and I have read, discussed, understood and accepted the Our Lady of Mount Carmel's policy on Acceptable Use of ICT

Surname: _____   **Given Name**: _____

Class: _____

Parent Signature: _____   **Date:** ____/____/____

Student Signature: _____   **Date:** ___/____/____