



## ST MUNCHIN'S CATHOLIC SCHOOL ICT STUDENT ACCEPTABLE USAGE POLICY

### RATIONALE

Information and Communication Technology (ICT) provides schools with the opportunity to promote educational excellence by facilitating resource sharing, innovation and communication. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material and personal safety. In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest stand of accountability and sensitive to our personal rights and relationships. 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.

### 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 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.

**Copyright** the copyright law is a law that gives the owner of a written document, musical composition, book, picture, or other creative work, the right to decide what other people can do with it. When someone copies or edits a work that is protected under copyright without permission, the owner may sue for the value of the violation.

### SCOPE

This policy applies to all Catholic schools and Early Learning Centres in Western Australia.

## **PRINCIPLES**

The policy concerning student use of ICT shall reflect the teachings and educational goals of the Catholic school. Usage of ICT shall be balanced with all elements of the school curriculum.

- Schools shall ensure policies and practices are effective in ensuring appropriate usage by students of ICT.
- 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.
- The school's policy on the use of ICT by students shall reflect the developmental stages of students.
- 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 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.

## **GENERAL PROCEDURES**

St Munchin's Catholic Primary School is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches St Munchin's policy.

This Acceptable Use Policy may be updated at any point in time. In addition, tools and systems used by the St Munchin's may be updated, resulting in a change to the Acceptable Use Policy and/or associated conditions for connecting to the network.

### **ST MUNCHIN'S SENIOR GRADES (YEAR 4, 5 & 6)**

#### **ACCEPTABLE USE POLICY**

Students understand that the use of St Munchin's Catholic Primary School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.

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

#### **Acceptable use includes:**

- 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.

## **Unacceptable Use of ICT:**

Examples include, but are not limited to:

- Using ICT without permission or without supervision by a teacher.
- Accessing networks without school authorisation
- 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
- Downloading anything without the teacher's permission
- Sending a personal photograph without the written permission of a parent.
- Sending anything without the teacher's permission
- Sending or receiving a message, which has a false name or has used another's name without permission, sending an email to bully, frighten, annoy or upset a person.
- Downloading and/or installing software programmes on school owned computers including videos, music and games without the permission of the St Munchin's.
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school
- Communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
- Interfering with or disrupt network users, services or equipment
- Plagiarising and/or breaching copyright laws, including software copyright and re- engineering of software
- Conducting private business matters or use the system for any personal gain; and,  
Vandalism refers to any malicious attempt to harm or destroy machinery or data that is connected to the system. This includes uploading and creation of viruses. Vandalism will result in disciplinary action.

## **Privileges**

The use of the school's computers and especially the Internet is a privilege, not a right, and inappropriate use will result in temporary or permanent cancellation of this privilege.

## **Personal Responsibility**

Students need to take responsibility for reporting any misuse of computers, electronic devices, software on the St Munchin's network. Students must remember that all social sites on the internet require users to be 13+ years. Students should never put photos of themselves or others on the internet without school/ parent permission.

## **Security**

Students must keep their password confidential. Sharing of passwords could lead to misuse of resources by other students. The Internet is a public place and students must learn how to become responsible digital citizens. Students must keep their personal information such as name, address, phone number to myself and not share them on the internet.