1. Introduction

The purpose of Information and Communication Technologies (ICTs) at St Thomas More's Catholic School is to:

• enhance student learning opportunities
• promote student achievement
• support student–school communication

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy.

This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student. However, it is important to remember that inappropriate use of ICTs at home can cross over into school life. For example, harassing others on social media websites such as Facebook and Twitter or sending inappropriate texts.

2. Definitions

Information and Communications Technologies include any electronic device or related applications, which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

• computer systems and related applications such as email and internet
• discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems
• social networking site, such as Facebook and Twitter
• mobile phones, iPod, iPad or other tablet devices, PDAs (Personal Data Assistant); any tool that has the ability to connect to the internet
• video or still cameras
• audio recording devices
3. Acceptable uses

At school we have computers, iPads and other ICT tools to help us learn. These may include:

When using these tools:

**Respect resources**

Use the computers or iPads for learning only

Use the files, programs, Internet or email as shown by the classroom teacher

Look after the computers and computer area

**Respect others**

Share the computers or iPads and take turns

Write the author's name when taking information and pictures from the Internet
Only take photos that are sensible and appropriate for school
Only take photos of others if they agree to have it taken first

Keep yourself safe online
Keep passwords safe

Tell a teacher if something that is inappropriate or makes me feel unsafe comes up

4. Unacceptable Uses
DO NOT:

Use other people’s work

Say untrue things about other people online

Bring computer software (games, music files etc.) from home

Share my full name or send my photo without permission

5. Notification
You should:
• Tell your teacher immediately about any messages you receive that are rude or that upset or worry you
• Turn off the monitor and tell a teacher immediately if you accidentally access something inappropriate.
This will make sure that you are not blamed for deliberately breaking the School ICT Acceptable Use Policy

- Tell a teacher if someone else is doing something which offends you or is not permitted

You should never delete your Browser History without direct permission from your class teacher, ICT Coordinator or Principal as this makes it look as though you may be guilty of an offence.

6. Consequences of improper use

Consequences for any student breaking these rules may include:
- loss of access privileges for a period of time
- informing parents/guardians
- legal action

In extreme cases of misuse students may be suspended from school for a period of time in line with our school welfare policy.

The school reserves the right to capture, store and review all Internet browsing and emails across our school network.

7. Netiquette

Netiquette refers to the guidelines and etiquette for online communication

You should:
- Respect other users
- Behave online as you are expected to behave in real life
- Make sure that email and online messages are written carefully and politely
- Use appropriate language and keep messages short and precise
- Be careful about making jokes. Jokes can be misunderstood and hurt people's feelings

Anything you post online or in an email should be checked by a teacher/adult before it is sent.

8. Social Networking Sites

Students from Kinder to Grade Two should not be using social networking sites such as Facebook and Twitter. This is outlined in the policies of the social networking sites. **However, if students do have any social networking accounts, they are NOT to be used while at school.**