

St Thomas More's Catholic School

ICT Policy for Primary Students 2015



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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

Students should:

Respect resources

- Use ICT equipment and resources for educational purposes
- Follow teacher directions for accessing files, programs, email and Internet resources
- Ask permission from your teacher before following online prompts
- Only use ICT in break times for completing work if a teacher is there to supervise and permission has been obtained.

Respect others

- Respect the rights, beliefs and viewpoints of others. Follow the same standards of behaviour online as you are expected to follow in real life
- Follow the Netiquette guidelines for online communications (Section 7)
- Observe Copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own

Keep safe online

- Keep passwords and personal work secure
- Use the Internet and email only under adult supervision
- Use only **school provided** email accounts when communicating online at school
- Ask your teacher before providing any personal details online
- Always get teacher permission before publishing any personal information or photos on the Internet or in an email

4. Unacceptable Uses

Respecting limitations on resources

Students should NOT:

- Use ICTs for other than educational activities
- Provide personal passwords to others
- Use the passwords or access the files of other users
- Install or use software or files (for example mp3 files), which are not licensed by the school
- Enter any information online without teacher permission
- Use websites or programs to bypass sites that have been blocked by GETBUSI
- Download files or share files with other Internet users without teacher permission
- Connect to the school network outside school hours

Respect others

Messages sent using the school's ICTs may be monitored.

Students should NOT:

- Post or send inappropriate, hurtful or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Harass another person. If someone tells you to stop sending messages to him or her, you must stop
- Re-post a private message without the permission of the person who sent the message
- Take or send photos, sound or video recordings of people without their permission
- Use the ideas or writings of others and present them as if they were your own
- Use material from the Internet in a manner that breaks copyright laws

Keeping safe online

It is important that students keep themselves and others safe online.

Students should NOT:

- Send photos or post detailed personal information about yourself or other people. (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, etc.) **Remember, what you post online is there for life**
- Meet with someone you have met online without your parent's /guardian's approval and participation

Deleting History

Browser History should never be deleted or removed from an ICT device without seeking permission from the class teacher, ICT coordinator or Principal.

Illegal Activities

Activities that threaten the safety of others or deliberately damage school ICT resources are illegal. Such activities may be reported to the police.

5. Notification

Students should:

- Tell a teacher immediately about any messages received that are rude, worrying or upsetting
- Turn off the screen or shut the laptop lid and tell a teacher immediately if something inappropriate is accidentally accessed. **This will ensure the student is not blamed for deliberately breaking the School Acceptable Use Policy.**

Never delete Browser History without direct permission from the class teacher, ICT Coordinator or Principal. An assumption of guilt will be held if browser history is deleted without permission.

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

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

Students 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, resulting in action being taken

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

8. Social Networking Sites

Primary school aged students **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.**