



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.

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.

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 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.

GENERAL PROCEDURES

Orana 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 Orana policy.

This Acceptable Use Policy may be updated at any point in time. In addition, tools and systems used by the Orana may be updated, resulting in a change to the Acceptable Use Policy and/or associated conditions for connecting to the network. Please make sure you are referencing the latest Acceptable Use Policy, available on our web site

1. 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.

2. Personal Responsibility

Students need to take responsibility for reporting any misuse of computers, electronic devices, software or the Orana network.

3. Unacceptable Use of ICT

Examples include, but are not limited to:

- Accessing networks without school authorisation
- 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,
- Downloading and/or installing software programmes on school owned computers including videos, music and games without the permission of the Orana.

4. Security

Students must keep their password confidential. Sharing of passwords could lead to misuse of resources by other students.

5. Vandalism

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.

ORANA SENIOR GRADES (YEAR 4, 5 & 6) : ACCEPTABLE USE POLICY

I understand that my Laptop/iPad is the result of hard work by my school and my parents and is a gift for my learning. I must take care of it at school as well as at home. Following these good practices will help me.

- So that my battery lasts all day, laptops/iPads may only be used when my teacher gives me permission within school bell times.
- I must make sure I bring my device to school fully-charged and ready to assist me with my learning every day.
- My device must remain inside my backpack to and from school.
- My device should always be clean and in good condition.
- My desktop picture must be appropriate to someone of my age.
- I need to stay focused on tasks and only use the apps my teacher has indicated.
- I must request permission from my teacher before visiting any site on the Internet.
- I must keep all passwords private and not change my laptop password

I understand that the Internet is a public place and I must learn how to become a responsible digital citizen. To stay safe online I should:

- Be very careful with what I put on the Internet because it becomes part of my digital footprint forever.
- Keep my personal information such as name, address, phone number to myself and not share them on the internet.
- Respect other people's feelings when communicating on the internet.

- Not say anything online that I would not say face-to-face to someone.
- Never respond to any messages that are mean or make me feel scared.
- Use online names which are not offensive.
- Remember that all social sites on the internet require users to be 13+ years.
- Ask my parents/carers before I download games from the internet.
- Always get permission from my parents to create my own site.
- Never put photos of myself or others on the internet.
- Never look at anything that is too old for me and if I do see something that is inappropriate, I should tell an adult rather than share it with another student.

Year 4: Orana Acceptable Use Policy Agreement

This is a three-way agreement between Student, Parent/Carer and Teacher. Please sign and hand to the teacher.

	STUDENT	PARENT/CARER	TEACHER
Name			
Agreement	I have read and understand all the information given and agree to follow these guidelines.	I support the school in the use of computers for educational purposes and agree to discuss appropriate uses of the Internet with my child. I acknowledge that any breach of this policy will be directed to the Principal and I will be notified.	I will make online safety and good practices part of the everyday conversations in my classroom as I strive to support my students to become independent learners
Signature			

Any breach of this policy shall result in a meeting with the Principal and parents/carers. Consequences may include losing access to device usage in class for a given period.

Date: _____

Year 5: Orana Acceptable Use Policy Agreement

This is a three-way agreement between Student, Parent/Carer and Teacher. Please sign and hand to the teacher.

	STUDENT	PARENT/CARER	TEACHER
Name			
Agreement	I have read and understand all the information given and agree to follow these guidelines.	I support the school in the use of computers for educational purposes and agree to discuss appropriate uses of the Internet with my child. I acknowledge that any breach of this policy will be directed to the Principal and I will be notified.	I will make online safety and good practices part of the everyday conversations in my classroom as I strive to support my students to become independent learners
Signature			

Any breach of this policy shall result in a meeting with the Principal and parents/carers. Consequences may include losing access to device usage in class for a given period.

Date: _____

Year 6: Orana Acceptable Use Policy Agreement

This is a three-way agreement between Student, Parent/Carer and Teacher. Please sign and hand to the teacher.

	STUDENT	PARENT/CARER	TEACHER
Name			
Agreement	I have read and understand all the information given and agree to follow these guidelines.	I support the school in the use of computers for educational purposes and agree to discuss appropriate uses of the Internet with my child. I acknowledge that any breach of this policy will be directed to the Principal and I will be notified.	I will make online safety and good practices part of the everyday conversations in my classroom as I strive to support my students to become independent learners
Signature			

Any breach of this policy shall result in a meeting with the Principal and parents/carers. Consequences may include losing access to device usage in class for a given period.

Date: _____