



ST THOMAS' PRIMARY SCHOOL

STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (Years 3 – 6)

Year of Review: 2014

Rationale

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools 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, the practice of communication must be totally honest, legal and reflect the highest standard of accountability and sensitivity to human rights and relationships.

Definitions

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including the internet, email and social media (e.g. facebook) that may be used or accessed from a school campus, connected to a school's communication network or used or accessed from a school activity or function regardless of the venue.

Defamation is the publication, declaration or broadcast of material that is capable of lowering 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, Discrimination and Bullying'.

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

Principles

1. At St Thomas' Primary School ICT is utilised for educational purposes only.
2. At St Thomas' Primary School ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using the ICT must not break State or Commonwealth laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. The school and any child's teacher has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails.
4. Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate or illegal, material or potential harm.

Procedures

1. Students understand that at St Thomas' Primary School, ICT is utilised to support learning. Inappropriate or unlawful use of ICT or use that is harmful to others or brings the name of the school into disrepute will result in a loss of access to digital devices.
2. The acceptable and unacceptable use by students of the ICT are listed below.

2.1 Acceptable use shall include but is not limited to:

- following teachers' instructions
- accessing only the information the teacher has agreed to
- being polite and courteous when emailing and interacting on social media
- 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
- only photographing or videoing and publishing or sending images of other children where permission has been granted by the parent/guardian and teacher.

2.2 Unacceptable use shall include but is not limited to:

- using ICT without permission or without supervision by a teacher
- visiting any site that has not been approved by the teacher
- using the internet to access or post illegal, offensive or inappropriate material
- interfering with emails or files belonging to others
- disclosing passwords, usernames and other confidential information to other students
- downloading anything without the teacher's permission
- sending a personal photograph or video without the written permission of a parent
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email or posting to a social media site any material which is illegal or with intent to bully, frighten, annoy or upset a person
- downloading and/or installing software programs (eg. exe files), videos, music, picture galleries, greeting cards, screen savers and games etc without the permission of the school.

Attachment

Important Statues which are applicable to students' use of School ICT include:

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

- discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- sexual harassment and racial harassment in the workplace and in educational institutions
- This Act promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988

(Cth) Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.