



TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY

RATIONALE

Information and Communication Technology (ICT), and in particular electronic media, including the Internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when used responsibly. Using electronic media allows us to communicate with people all over the world and research interesting topics. St Thomas More has developed school rules when using technologies to protect both the students and the school from harm. As students in a Catholic school we must remember our responsibility to use technologies 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.

DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet, email and social media) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

PRINCIPLES

1. St Thomas More Catholic Primary School strives for educational and technological excellence by integrating the use of technology with best educational practice. The St Thomas More Catholic Primary School's ICT is provided for educational purposes only and as a tool to support learning.
2. St Thomas More Catholic Primary School's access to the Internet is via CEWA's Leading Lights platform. This is a filtered system, which provides a safe environment in which children can access the Internet.
3. A Mobile Device Management (MDM) system will be implemented in relation to the use of iPads within the school. Zuludesk is the MDM used at St Thomas More.
4. St Thomas More will endeavor to work closely with parents in regard to the use of technology in the school, in particular the use of a 1:1 iPad program.
5. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
6. Through educative programs, students will be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm and how they should handle such instances.

PROCEDURES

1. Students understand that the use of St Thomas More Catholic Primary School's ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.
2. The acceptable and unacceptable use by students of the ICT are listed below.

2.1 Acceptable use includes:

- Following teachers' instructions
- Accessing only the information the teacher has agreed to
- Being polite and courteous when emailing or sending messages
- Seeking the teacher's permission before sending an email or messages
- Using appropriate language and checking your spelling and punctuation before sending (remember you are representing our school)
- 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
- Keeping your identity, logins and passwords private and protected
- Informing the teacher if you are concerned that you have accidentally accessed inappropriate material
- Handling all ICT equipment with care

2.2 Unacceptable use includes:

- 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 offensive or inappropriate information
- Interfering with emails or files belonging to others
- Downloading anything without the teacher's permission
- Sending personal photographs 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, intimidate, annoy or upset a person.
- Contacting parents, friends or family outside of the school with IT devices, during school hours.

The use of electronic media in a school is a privilege not a right and inappropriate use will result in temporary or permanent cancellation of this privilege. In addition, further disciplinary action may be imposed. This may lead to the exclusion of a student who repeatedly breaches these rules or where the impact of a single breach of the school rules is significantly damaging to another individual or the school. Access to electronic media is conditional on this contract being signed by the student and parent. The decision in such matters of what is inappropriate use and the accompanying penalties lies with the class teacher and the Principal and their decision is final.

The parents/ carers of each student must sign an Acceptable Use Policy for that student when that student first enrolls in the school if they wish the student to use our computer network, whether on the Internet or not.

ST THOMAS MORE CATHOLIC PRIMARY SCHOOL WEB PAGE/NEWSPAPER/FACEBOOK

St Thomas More Catholic Primary School's web page and class Facebook pages are a major source of publishing the student's work and activities, and as such, photos appear on this site. Students may also have their schoolwork or personal images displayed on various class or Parent and Friends social media platforms and pages. If your child's photo or published work on the website requires that they be identified, first names only are used.

From time to time, we also have the opportunity to have children's photos published in the local newspaper or in other school or Catholic Education publications. Full names may be used in these to identify children.

If, for some reason, you prefer that your child's photo is not to be published on the school web page, school Yearbook, newsletter or local newspapers, please inform the School Principal in writing.

This form will be valid for the duration of your child's enrolment at St Thomas More Catholic Primary School. If you wish to revise this document at any stage, please contact the school.

APPROPRIATE USE OF ELECTRONIC MEDIA CONTRACT

Conditions for Appropriate Use of Electronic Media

The following conditions have been decided upon to regulate the use of electronic media, including the Internet, Social media and email, by students attending St Thomas More Catholic Primary School.

St Thomas More Catholic Primary School cannot control all of the information available on electronic media and is not responsible for other people's actions or the quality and content of information available.

The school will ensure that students:

1. know that the privacy of others must be respected at all times and that accessing other person's files is not allowed
2. know that any misuse of electronic media is to be reported to staff immediately
3. are always supervised by a member of staff when using electronic media at school
4. will have a clear understanding that there are Internet sites that should not be visited
5. will not copy or print articles without permission from a teacher

The student will:

1. ask permission of the teacher before going online
2. check with the teacher before going to a site or link if uncertain about that site
3. not deliberately access offensive or inappropriate information
4. not use electronic media to send / receive a message that is inconsistent with the school's code of conduct and standards
5. not divulge their own or any other student's personal, family or school details of any kind without permission of the teacher
6. search only the relevant topic
7. be required to follow the copyright rules for any information used.

Teachers and Parents need to:

1. support one another to encourage the student to use electronic media in an appropriate manner
2. be advised that inappropriate use of electronic media can be a violation of local, state, federal and international laws. Violations can lead to prosecution.

CONTRACT

I declare that my child and I have read, discussed and understood the St Thomas More Catholic Primary School's policy on Acceptable Use of Computer Facilities and External Networks and the accompanying Code of Practice.

Surname: _____ Given Name: _____

Grade _____

Parent Signature: _____ Date: ____/____/____

Student Signature : _____

This original declaration is to be returned to:-

St Thomas More Catholic Primary School.

Office use only Date: ____/____/____

Signed _____

Please Note : This form will be valid for the duration of your child's enrolment at St Thomas More Catholic Primary School.

If you wish to revise this document at any stage, please contact the school.