



<b>Topic:</b>	<b>Information And Communication Technology Use By Students K-6</b>
<b>Policy No:</b>	
<b>Policy Area:</b>	<b>EDUCATION</b>
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### **RATIONALE:**

Email and the Internet give people a way of communicating with our friends or other people all over the world. We can send messages through email. We can also find out about many things by searching the Internet for information. Using the Internet in a sensible way can help us to learn many skills and find out interesting things about the world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic school and that Jesus wants us to follow him by always trying to do our best.

When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet and email so that we are safe and happy and so that we can learn new things in an exciting way.

### **DEFINITION:**

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including the internet, email and social networking (e.g. Facebook) and telecommunications devices (e.g. mobile phones, laptops, iPads, Macbooks) in facilities that may be used or accessed from a school campus or connected to a school's communication network or any other network (eg 3G, wireless).

### **PRINCIPLES:**

1. St Joseph's Primary School Pinjarra has made rules about how students use email and the Internet so that they can use it in the best way. Students must follow these rules and listen to their teacher so that ICT can be used to communicate with others and learn about things.
2. St Joseph's Primary School Pinjarra has made rules about using ICT so that everyone at the school is safe and happy. Students can use ICT only if they look after it and follow all the rules about the use of ICT.
3. St Joseph's Primary School Pinjarra can check all the school's ICT to make sure students are following the school rules.
4. The St Joseph's Primary School Pinjarra ICT is provided for educational purposes only.
5. 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.

6. Using St Joseph's Primary School Pinjarra ICT is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
7. 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.
8. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.
9. As parents are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.

### **PROCEDURES:**

1. Students shall obey all of the school rules about email and the Internet and take good care of the school ICT equipment.
2. Students shall only use the school software on the schools computers. Students will not bring any software from home to install on the school computers.
3. Students shall only send emails with their teacher's permission.
4. Students shall go only to sites on the Internet that a teacher has said they can use. If students find anything on the Internet that makes them feel bad or uncomfortable they must click on HOME or turn the monitor off/close the screen, and tell their teacher.
5. Before students send an email they must show it to the teacher. Everything a student writes in an email or through the Internet must be their best work that they would be proud to show to their parents. A student will not use email or the Internet to annoy, bully or frighten anyone.
6. People who put information on the Internet for students to read own that information. If students use anything from the Internet in their own work they must check with their teacher before they copy it to make sure they have the owner's permission to copy it.
7. Students shall never tell anyone via email or the Internet their name, address, telephone number or any other private information. Students shall not send their photograph, or anyone else's, to anyone without checking with their teacher and having a permission note from their parents.
8. If inappropriate or offensive material or conduct is identified it may result in the removal of ICT use at St Joseph's, such as:
  - Infringement to a person's copyright or other intellectual property rights
  - Defamation of a person or an organisation
  - Containment of sexually explicit, indecent or obscene or pornographic material

- Is discriminatory against a person on the basis of, for example, sex, race, religion, disability or age
  - Deals with a person's personal information in a way that breaches privacy laws
  - Constitutes racial harassment or incites racial hatred
  - Constitutes harassment or bullying
  - Is infected with a computer virus, would result in a breach of school security or disruption to the school's networks, or constitutes a 'cybercrime'
  - Is otherwise contrary to school rules or policy
9. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.

### **CONSEQUENCES:**

Consequences will result if you students fail to follow the Student Code of Conduct.

1. A letter will be sent home to parent/guardian detailing the breach of Code of Conduct.
2. A student will lose the use of the device in which they acted irresponsibly for a period of time negotiated between teacher and Principal.
3. If a student inappropriately uses the internet they will be required to use books instead of online search engines for a period of time negotiated between teacher and Principal.
4. Other fun privileges could be evoked.

## ATTACHMENT

### **IMPORTANT STATUTES WHICH ARE APPLICABLE TO STUDENT USE OF SCHOOL ICT INCLUDE:**

#### *Copyright Act 1968 (Commonwealth)*

Staff 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, and
- 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)*

Staff 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)*

Staff 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 (Commonwealth)*

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 (Commonwealth)*

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



# **St Joseph's Primary School Pinjarra** Information and Communication Technologies Student Code of Conduct

## ***Years K – 6 Student Agreement***

I agree to use Information and Communication Technologies at St Joseph's Primary School in a responsible manner and in a manner that reflects the Catholic Ethos of the school.

I will:

- Treat all ICT equipment with respect and follow Computer Lab/Class Rules.
- Not use CD's or USB Memory Sticks at school without prior permission.
- Not bring any software from home for use at school.
- Not attempt to alter/change the setup of any ICT equipment.
  
- Only use my own logon account and keep my password confidential.
- Not attempt to use other logons or access other people's data.
- Respect other people's privacy.
  
- Only use the internet for purposes specified by my teacher.
- Not attempt to access inappropriate material on the internet.
- Never give out personal information such as my surname, address, telephone number, parents' work address, telephone number or my photograph on the internet.
- Follow copyright laws and not use material from the internet unless I have permission from both the person who created the material and my teacher.
- Use the schools email system responsibly and in a way that reflects the schools values and the catholic ethos
- Never send or use inappropriate language or words that may offend or upset someone.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way and report it to a teacher immediately.
- Not use the Internet to frighten or annoy another person.
- Remember that using Information and Communication Technologies at St Joseph's Primary School is a privilege, not a right.

I promise to immediately inform a teacher and click HOME if any of these guidelines have been broken, if I feel upset or scared or if I have found myself in an unsuitable internet site.

I agree to follow the above rules and am aware that breaking them will result in the loss of my privilege to use computers.



### ***Student Agreement (Year 4 – 6 Students Only)***

Student's Name:..... Student's Signature:.....Date:.....

### ***Parent / Guardian Agreement (K – 6 Students)***

I agree to .....(child's name) using Information and Communication Technologies at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

Parent / Guardian Name:..... Parent / Guardian

Signature:.....

Date:.....