



**ST AUGUSTINE'S PRIMARY SCHOOL**  
34 Gladstone Road  
RIVERVALE WA 6103

## **INFORMATION AND COMMUNICATION TECHNOLOGY POLICY**

### **RATIONALE**

Information and Communication Technology (ICT), and in particular 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 we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material. As students in a Catholic school we must remember our responsibility to use email and the Internet 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 and email) 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 Augustine's School ICT is provided for educational purposes only.
2. Using St Augustine's School 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).
3. 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.
4. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.

### **PROCEDURES**

1. Students understand that the use of ICT at St Augustine's School 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. If students find anything on the Internet that makes them feel bad or uncomfortable they must click on BACK or turn the monitor off and tell their teacher.
- being polite and courteous when emailing
- seeking the teacher's permission before sending an email
- 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.

## 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
- disclosing to anyone via email or the Internet their name, address, telephone number or any other private information
- sending a personal photograph 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, annoy or upset a person.



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## **St Augustine's Information and Communication Technologies Contract [Student]**

The purpose of computer use in the school is to support education and research.

### **Principles**

- Acceptable Computer Use
- The privacy of others must be respected at all times
- The accessing of any other person's files is not allowed
- Any misuse of computers is to be reported to staff immediately
- Permission must be sought before the printing of any material from the computer

### **Internet Use**

All children must:

- Ask permission before going online
- Be supervised by school staff while online
- Ask permission to copy or print information from a web site

Children must not:

- Access advertising on the internet
- Give out any personal information about themselves, friends or family without permission
- Give out their school email address without permission

The use of computers at St Augustine's is a privilege and inappropriate use will result in temporary or permanent cancellation of this privilege. School staff will determine what inappropriate use is and will inform parents should a child's use of computers be withdrawn either on a temporary or permanent basis. This contract will remain valid while the enrolment of the child in the school exists.

We will abide by the rules of the St Augustine's Computer Contract:

Student Name: \_\_\_\_\_ Year level: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_