St Patrick’s Primary School

Information & Communication Technology (ICT) Policy

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.

St Patrick’s Primary School aims to take full advantage of ICT to enhance student learning; create efficiencies in education and school administration; develop lifelong learning capabilities and build partnerships with other schools and organisations to augment learning opportunities.

Values

It is critical that ICT is embedded in the learning and teaching process. The following are the key principles that the implementation of ICT at St Patrick’s Primary School is based on:

- curriculum integration
- futures orientation
- equitable access and participation
- appropriate use
- empowerment to capitalise on the use of technology
- becoming competent and productive lifelong users of technology

Policy Statement

St Patrick’s Primary School acknowledges the role of Information and Communication Technology (ICT) as integral to contemporary education and emphasises the opportunities it provides to engage in the learning process.

Consequences

- Student use of ICT that reflect the teachings and educational goals of St Patrick’s Primary School. Usage of ICT shall be balanced with all elements of the school curriculum.
- 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 breach of school rules or policy, or otherwise be inappropriate or offensive.
• 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.
• All users agree to the usage of ICT at St Patrick’s via the electronic acceptance at login times.

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David Adams-Jones
St Patrick’s Primary School
Principal

Mrs Jane Bonny
St Patrick’s Primary School
Chair of Sub Committee Policy Development
Procedures

Acceptable use shall include, but is not limited to:

- gathering, organising, creating and sharing appropriate information for educational or related purposes
- encouraging collaborative projects and resource sharing
- any other tasks that are for educational or related purposes or that support and promote the school and its ideals.

Unacceptable use shall include but is not limited to:

- accessing networks without proper authorisation
- transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful physically or emotionally, including bullying or harassment within or outside the school.
- unauthorized disclosing or communicating of information concerning any password, identifying code or other confidential information without permission.
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form and using the network to make unauthorized entry to any other machine accessible via the school network (i.e. ‘hacking’)
- breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property.
- using school network and/or equipment to conduct private business for commercial gain or promote material unrelated to school defined tasks.
- bringing St Patrick’s Primary School or Catholic Education into disrepute.

Unlawful use shall include but is not limited to:

- defaming a person or organisation in an email, web page or through social media.
- infringing of copyright laws i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material.
- digital communication that could constitute sexual discrimination or sexual harassment.
- digital communication that could constitute cyber bullying
- storing, accessing, displaying or creating sexually offensive material
- sending digital communications which are discriminatory on the basis of, for example, race, sex, gender, disability or age.
- undertaking activities that breach State or Commonwealth legislation.

All students and their parents/guardians shall be made aware of the school’s policy on student use of ICT. The school's policy shall be available to the school community through appropriate means e.g. the school internet site, or in a hard copy format when requested.

Emphasis shall be placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, safety and digital citizenship. This educative process shall be integrated within all areas of the school curriculum and be available to the school community through various means, for example, information sessions, school website.

Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.
School Responsibility:

- Provide students with access to a range of internet, email and electronic communication resources for educational purposes.
- Ensure a safe working, physical and virtual environment is provided for students when using electronic communication resources.
- Educate staff and students to use electronic communication in a responsible manner.
- Provide safe, educationally relevant access to internet, email and electronic communications for students.
- Student work and images published on the school's website may be identified by first name or class, but only if permission obtained from parents or guardians.

Student Responsibility:

- Students must use school computers, the internet, email and other electronic communications for work specified by teaching staff.
- Students must use appropriate language in electronic communications, remembering the need to be polite as an online representative of St Patrick's Primary School.
- Students must use the internet, email and other electronic communications in a responsible manner, in accordance with school policies such as our Anti-Bullying Policy.
- Students must inform a teacher if they encounter any inappropriate material when using electronic communications resources.
- Students must not reveal any personal information such as their full name, home address or telephone number, or the contact details of others, in their electronic communications.
- Students must inform a teacher if anyone asks for this information while using electronic communications resources.
- Students must hand in mobile phones and other personal communication devices before school and collect them at the end of the day as they are not to be used during the school day.

Staff Responsibility:

- Staff must ensure compliance with the St Patrick's Primary School Staff Acceptable Use Document.
- Staff must use appropriate language in electronic communications, remembering the need to be polite as an online representative of St Patrick’s Primary School.
- Staff must use the internet, email and other electronic communications in a responsible manner and in line with relevant legislation.
- Teaching staff must assist students to develop skills to validate information found on the internet.
- Students must always be under supervision by a staff member when using electronic communication resources at school.
- Staff must make students aware that some information accessed through the internet or other electronic communications may not be accurate.
- Staff must teach students to acknowledge the source of internet material used in the preparation of their work, developing an awareness of copyright obligations and laws.

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