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SACRED HEART PRIMARY SCHOOL INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS

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, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. 'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.' (Mandate, para 22)

Definitions

'Information and Communication Technology (ICT)' includes all hardware, software, systems and technology including the internet, email, telecommunications devices and social media (e.g. Facebook) owned by the school, students and families.

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

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

Principles

1. The Sacred Heart Primary School ICT is provided for educational purposes only.
2. Using Sacred Heart Primary 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 Commonwealth 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 Sacred Heart Primary School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable or unlawful way.
2. The acceptable, unacceptable and unlawful use ICT by students are listed below:

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 the 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
3. Sacred Heart parents and students are required to sign and return an acknowledgement of the *Sacred Heart Information and Communication Technology Use*

by Students Policy (K-3) on enrolment at Kindergarten and at any other enrolment time for students in Kindy to Year 3

4. Sacred Heart parents and students are required to sign and return an acknowledgement of the *Sacred Heart Information and Communication Technology Use by Students Policy (Yr 4-6)* at the start of Year Four and at any other enrolment time for students in Year Four to Year Six
5. Misuse of school technology on desktop computers, chromebooks or iPads as outlined above may result in withdrawal in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions
6. Unlawful and/or serious misuse of ICT may result in Sacred Heart involving Police or other government agencies