



# SACRED HEART SCHOOL

## MUNDARING

CECWA: Education 2B8

---

## STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY YEARS K - 3

---

### RATIONALE

Information and Communication Technology (ICT) has been introduced into schools predominantly through email and the internet. 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 a risk of exposure to inappropriate and offensive material and personal safety.

In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

### DEFINITION

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

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person's reputation in the estimation of others.

Harassment, Discrimination and Bullying is unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-C4: 'Harassment, Discrimination and Bullying'.

### PRINCIPLES

1. Sacred Heart School 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. Sacred Heart School 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. Sacred Heart School can check all the school's ICT to make sure students are following the school rules.

## PROCEDURES

1. Students will obey all of the school rules about email and the internet and take good care of the school computer equipment.
2. Students will only use the school software on the schools computers. Students are not permitted to bring any software from home to install on the school computers.
3. Sacred Heart School has not allocated email addresses to students through our Cathednet system. Therefore students are not permitted to use personal email addresses to receive or send emails at school.
4. Students should not use any technological means to annoy, bully or frighten anyone.
5. Students will only go to sites on the MyClasses page that the teacher has set up.
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 do not have a school email address however, students should never tell anyone via email or the Internet their name, address, telephone number or any other private information. Students will not send their photograph to anyone without checking with their teacher and having a permission note from their parents.

## REVIEW HISTORY

<b>Year of Review:</b>	<b>Reviewed by:</b>	<b>Amendments/Review</b>
2001	RECC	Originally Released
2004	RECC	Reviewed
2006	RECC	Reviewed
2009	RECC	Reviewed
2010	CEOWA	Reformatted
2011		Revised
2012		Reviewed

## NEXT REVIEW

Year: 2014 Education



# SACRED HEART SCHOOL MUNDARING

CECWA: Education 2B8

---

## ICT PROTOCOL AND AGREEMENT FOR PARENTS WITH STUDENTS KINDY – YEAR 3

---

Staff at Sacred Heart School has a Duty of Care to ensure policies and practices are effective in ensuring appropriate access. I understand that the Internet can provide students with valuable learning experiences.

I also understand that the Internet gives access to information on computers around the world; that Sacred Heart School cannot control what is on these computers; and that a very small part of that information can be illegal, dangerous or offensive.

### CONDITIONS OF USE

Access to the Internet will be allowed under the following conditions:

1. for educational purposes only (for example CD players, data projectors, video/still cameras, televisions, DVD players, computers and associated equipment).
2. only via their 'myclasses' desktop as created by their class teacher.

### Teachers will:

1. maintain visual contact of the student whilst on the computers and the Internet via 'MyClasses' desktop.
2. only allow access to Internet sites that have been placed on their 'MyClasses' desktop.

### Access to MyClasses from home:

1. Each student will be allocated an individual logon and password. Using these login details the student will be able to access the MyClasses site for information purposes. It is recommended that parents closely supervise their child whilst on the MyClasses School site.

### PARENT'S AGREEMENT

I/We give permission for \_\_\_\_\_ (print child's name) to access ICT under the above conditions. I/We understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time and contacting us, the parents.

I/We understand that I am/ we are expected to discuss and explain the appropriate use of Information Communication Technology access with my/our child before signing this document.

Signature of Female Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Male Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# SACRED HEART SCHOOL MUNDARING

---

## STUDENT USE OF INFORMATION AND COMMUNICATION TECHNOLOGY YEARS 4 - 6

---

### RATIONALE

Information and Communication Technology (ICT) has been introduced into schools predominantly through email and the internet. 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 a risk of exposure to inappropriate and offensive material and personal safety.

In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

### DEFINITION

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

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person's reputation in the estimation of others.

Harassment, Discrimination and Bullying is unlawful behaviour as defined in the Catholic Education Commission Policy Statement 2-C4: 'Harassment, Discrimination and Bullying'.

### PRINCIPLES

1. The Sacred Heart School ICT is provided for educational purposes only.
2. Using Sacred Heart 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. Sacred Heart 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 will 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 School 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 will include but is not limited by:

- following teacher's instructions
- accessing only the information the teacher has agreed to
- being polite and courteous when emailing (email not available in school time through Cathednet)
- 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 will include but is not limited by:

- 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 material both written and graphics without the teacher's permission,
- sending a personal photograph without the written permission of a parent,
- sending material both written and graphics without the teacher and parent permission,
- sending or receiving a message which has a false name or has used another's person's name without permission,
- sending an email to bully, harass, frighten, annoy or upset a person.

## REVIEW HISTORY

Year of Review:	Reviewed by:	Amendments/Review
2001	RECC	Originally Released
2004	RECC	Reviewed
2006	RECC	Reviewed
2009	RECC	Reviewed
2010	CEOWA	Reformatted
2011		Revised
2012		Reviewed

## NEXT REVIEW

Year: 2014 Education



# SACRED HEART SCHOOL MUNDARING

---

## ICT PROTOCOL AND AGREEMENT FOR STUDENTS YRS 4-6

---

Please observe the following rules and courtesies while using the Information and Communication Technology (ICT) at Sacred Heart School

### ACCEPTABLE BEHAVIOUR

- following teachers' instructions.
- accessing only the information the teacher has agreed to.
- 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 (for example CD players, data projectors, IWB, video/still cameras, televisions, DVD players, computers and associated equipment).

### UNACCEPTABLE BEHAVIOUR

- 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 files belonging to others.
- downloading material/photographs without the teacher's permission.
- sending a personal photograph without the written permission of a parent.
- sending written or graphic material without the teacher's permission.
- sharing or using another student's password.

### STUDENT AGREEMENT

I \_\_\_\_\_ (print name) of Year \_\_\_\_\_ have read and understood the acceptable and unacceptable behaviour listed above and I agree to follow these rules while using the Sacred Heart School ICT. I understand that breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time and contacting my parents. I will use the MyClasses site according to the rules of the school.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Year 4 to 6 only)



# SACRED HEART SCHOOL MUNDARING

---

## ICT PROTOCOL AND AGREEMENT FOR PARENTS WITH STUDENTS YEAR 4 - 6

---

Sacred Heart School has a Duty of Care to ensure policies and practices are effective in ensuring appropriate access. I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that Sacred Heart School cannot control what is on these computers; and that a very small part of that information can be illegal, dangerous or offensive.

### CONDITIONS OF USE

Access to the Internet will be allowed under the following conditions:

1. all care will be taken to protect my child and his/her privacy.
2. no last names or other private information will be published.
3. full credit will be given to the original work.
4. for educational purposes only (for example CD players, data projectors, video/still cameras, televisions, DVD players, computers and associated equipment).
5. for students as a privilege.

### Teachers will:

1. maintain visual contact of the student whilst on the computers and the Internet.
2. only allow access to Internet Sites as directed by the teacher.

### Access to MyClasses from home:

1. each student will be allocated an individual logon and password. Using these login details the student will be able to access the MyClasses site for information purposes. It is recommended that parents closely supervise their child/ren whilst on the MyClasses School site.

### PARENT AGREEMENT

I/We give permission for \_\_\_\_\_ (print child's name) to access ICT under the above conditions. I/We understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time and contacting us, the parents.

I/We understand that I am/we are expected to discuss and explain the appropriate use of Information Communication Technology access with my/our child before signing this document.

Signature of Female Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Male Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# SACRED HEART SCHOOL MUNDARING

---

## INFORMATION AND COMMUNICATION TECHNOLOGY USE - ATTACHMENT

---

### ATTACHMENT

Important statutes which are applicable to us of school ICT include:

#### *Copyright Act 1968 (Cth)*

Students 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
- 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)*

Students 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)*

Students 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 (Cth)*

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication e.g. 'hacking' or infecting computer systems with a virus, are illegal.

#### *Privacy Act 1988 (Cth)*

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