Growing Together as the Body of Christ

Corpus Christi Catholic School, Cranebrook

Policy Statement

Acceptable Use of Information and Communication Technologies
Student Policy
Years 4 – 6

Student Acceptable Use of ICT Years 4 – 6

Contents

1.   Introduction for Parents

The purpose of Information and Communication Technologies (ICTs) at Corpus Christi Primary School is to:

- enhance student learning opportunities
- promote student achievement
- support student communication

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy.

This policy applies to the use of all school related ICTs for educational purposes provided by the school.

Both students and parents/guardians must read and sign this policy. It should then be returned to your class teacher.

2.   Definitions

Information and Communication Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:
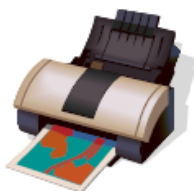
- computer systems and related applications such as email and internet
- discussions forums, chat rooms, blogs, instant messaging systems
- video or still cameras and audio recording devices
- mobile devices such as mobile phones, iPod touches, iPads and Nintendo DS

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3.   Policy for Students

At Corpus Christi our Students and Staff have access to the following ICTs.

These may include:

4.   Acceptable Uses
Students should:

4.1 Respect Behaviour
- Use ICT equipment and resources for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, email and internet resources
- Ask permission from a teacher before following online prompts
- Look after the computers and computer area

4.2 Respect Others
- Respect the rights, beliefs and viewpoints of others. Follow the same standards of behaviour online as you are expected to follow in real life

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- Follow the Netiquette guidelines for online communications (Section 8)
- Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own

4.3 Keep Myself Safe Online
- Keep my passwords and personal work secure
- Use the Internet and email only under teacher supervision
- Use only school provided email accounts when communicating online
- Ask class teacher before providing any personal details online
- If I see something unsafe online I will turn off the monitor and tell the teacher
- Always get teacher permission before publishing any personal information or photos on the Internet or in an email

5.   Unacceptable Uses
Students should NOT:

5.1 Respecting Limitations on Resources
- Use ICTs for other than educational purposes
- Provide your password to others
- Use the passwords or access the files of other users
- Install or use software which is not licensed by the school
- Enter any information online without teacher permission
- Download files or share files with other Internet users without teacher permission

5.2 Respect Others
Messages sent using the school's ICTs may be monitored

You should NOT:
- Post or send inappropriate, hurtful or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Harass another person. If someone tells you to stop sending them messages, you must stop!
- Re-post (forward) a private message without the permission of the person who sent the message
- Take or send photos, sound or video recordings of people without their permission
- Use the ideas or writings of others and present them as your own
- Use material from the Internet in a manner which breaks copyright laws

5.3 Keeping Yourself Safe Online

It is important to keep yourself and others safe when you go online.

You should NOT:

- Send photos or post detailed personal information about yourself or other people. (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, etc)
- Meet with someone you have met online without your parents / guardians approval and participation

5.4 Illegal Activities

Activities which threaten the safety of others or deliberately damage school ICT resources are illegal. Such activities may be reported to the Police.

6.   Notification

You should:
- Tell your teacher immediately about any messages you receive that are rude or that upset or worry you
- Turn off the monitor and tell a teacher immediately if you accidentally access something inappropriate. This will make sure that you are not blamed for deliberately breaking the School Acceptable Use Policy
- Tell a teacher if someone else is doing something which offends you or is not permitted

7.   Consequences of Improper Use

Consequences for any student breaking these rules may include:
- My teacher will inform the LTST/LTC, the Stage Coordinator and the Principal
- Loss of privileges for a period of time
- Informing parents / guardians (by letter / phone)
- Legal action (malicious damage of ICTs)

8.   Netiquette

Netiquette refers to the guidelines and etiquette for online communication

You SHOULD:

- Respect other users
- Behave online as you are expected to behave in real life
- Make sure that email and online messages are written carefully and politely
- Use appropriate language and keep messages short and precise
- Be careful about making jokes. Jokes can often be misunderstood in emails and hurt peoples feelings
- Do not type in capitals. It is like SHOUTING online. Shouting at someone is impolite
- Anything you post online or in an email should be checked by a teacher / adult before it is sent.

9.   Letter of Agreement

Student
I have read and understood the rules and responsibilities of the school's Acceptable Use Policy. I also understand that the LTST, the Principal and my parents / guardians will be notified immediately, if I do not keep to these rules and act responsibly. I may also be unable to use the Internet and school computers for a considerable period of time.

Student:_____

Class:_____   Date:_____

Signature:_____

Parent or Guardian
As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to Information and Communication Technologies as deemed appropriate by the school, including access to email and the Internet.

Name:_____

Date:_____

Signature:_____