



Area:	Education
Policy:	Student Use of Information & Technology Communication Policy
Released:	2001
Reviewed:	2013
Next Review:	2015

Rationale

Information and Communication Technology (ICT), and in particular the Internet, 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 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 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, Ipads computers AppleTV, software, systems, technology (including the Internet, social networking sites 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 or relate to school work.

Principles

The St. Jerome's ICT is provided for educational purposes only.

2. Using St. Jerome's 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.
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 St. Jerome's 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 includes:

- following teachers' instructions
- 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
- using the Internet to access offensive or inappropriate information
- interfering with files belonging to others
- downloading anything without the teacher's permission
- sending a personal photograph
- 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.

3. Students shall obey all of the school rules relating to the Internet and use of ICT and take good care of the school computer equipment, their own devices and the devices of others.
4. While at school, students will only access Apps or software approved by the school
5. Students shall never tell anyone via the Internet, their name, or anyone else's address, telephone number or any other private information.
6. Each year students sign an updated version of the 'Students Agreement on use of ICT in the school' which may supercede this document

Consequences of Misuse

The use of the internet at school is a privilege, not a right, and inappropriate use will result in a temporary or permanent cancellation of these privileges.

Additional disciplinary action may be added in line with existing practices for inappropriate language or behaviour.

Review History

- 2004,
- 2005,
- 2008,
- 2010,
- 201

Next Review

Year	Person / Group Responsible
2015	Assistant Principal/ ICT coordinator