

Information and Communication Technology Use by Students

Reviewed: 2015

Last Reviewed: 2019

Next Review: 2023

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, 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 Harassment, Unlawful Discrimination, Victimisation, and Bullying policy. Social media refers to a group of internet based applications that allow users to share information and create communities.

PRINCIPLES

3.1 The policy concerning student use of ICT shall reflect the teachings and educational goals of Majella Catholic Primary School. Usage of ICT shall be balanced with all elements of the school curriculum.

3.2 Majella Catholic Primary School shall ensure policies and practices are effective in ensuring appropriate usage by students of ICT.

3.3 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 Information and Communication Technology Use by Students – 2017 Page 2 of 4 emails, are the property of the school, and as such, are subject to monitoring by the school.

3.4 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.





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3.5 The school's policy on the use of ICT by students reflects the developmental stages of students.

3.6 The use of school, student and family owned ICT on the Majella Catholic Primary School site, including the internet, email, and social media by students shall not be contrary to relevant State and Commonwealth laws (a summary of these laws is an attachment to this policy and forms part of this policy), a breach of school rules or policy, or otherwise be inappropriate or offensive (as outlined at procedure 5 of this policy).

3.7 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.

PROCEDURES

4.1 Students understand that the use of Majella Catholic Primary School's ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.

4.2 The acceptable and unacceptable uses by students of Majella Catholic Primary School's ICT are listed below. Both acceptable and unacceptable use applies to representing self or others in various forms of social media.

4.2.1 Acceptable use shall include but is not limited to:

- following teachers' instructions
- accessing only the information the teacher has agreed to
- being polite and courteous when messaging
- seeking the teacher's permission before sending a message
- 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.
- organising, creating and sharing appropriate information for educational 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.

4.2.2 Unacceptable use shall include but is not limited to:

- 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 anything without the teacher's permission
- sending a personal photograph without the written permission of a parent
- sending anything without the teacher's permission
- sending or receiving a message which has a false name or a name without permission





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- infringing copyright laws i.e. reproducing or adapting copyrighted material by downloading and further distributing the material
- sending emails that contain offensive or insulting statements based on the gender, race, colour or nationality of a person
- use of social media or email to bully, frighten, annoy or upset a person
- access to any social media during school time without permission from a supervising teacher
- digital publishing of personal information of self or others
- 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.
- unauthorised 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.

4.3 Unlawful use shall include but is not limited to:

- defaming a person or organisation in an email, web page or through social media. Information and Communication Technology Use by Students – 2017 Page 3 of 4
- 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 race, sex, gender, disability or age.
- undertaking activities that breach State or Commonwealth legislation.

4.4 All Majella Catholic Primary School 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.





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- 4.5 Emphasis is 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.
- 4.6 A serious breach of school rules and possibly the law may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions.
- 4.7 Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.
- 4.8 The use of the school, student or family owned ICT at the school site shall be informed by the support documentation published on the CEWA website.

REFERENCES

Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015

CECWA Harassment, Unlawful Discrimination, Victimisation and Bullying policy
Copyright Act 1968 (Cth)

Equal Opportunity Act 1984 (WA)

Classification (Publications, Films and Computer Games) Enforcement Act 1996

Criminal Code Act (WA) Information and Communication Technology Use by Students – 2017

Page 4 of 4 Cybercrime Act 2001 (Cth)

Privacy Act 1988 (Cth)

RELATED DOCUMENTS

CECWA Information and Communication Technology Use by Staff policy

