



St Columba's School Bayswater

Grow in Faith Seek Wisdom Live in Peace

Information and Communication Technologies Policy

VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

Art Lombardi

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Information and Communication Technologies Policy

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 (eg, 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 (eg, Facebook, Twitter).

SCOPE

This policy relates to the use of all Information and Communication Technology and includes (but is not restricted to) internet, computers, iPads, mobile phones, associated networks, networking equipment, corporate systems including email and social network systems and any other emerging technologies not listed.

It applies to all employees, students and parents. It is not intended to be exhaustive and cannot anticipate all current and future uses of ICT. If any person is unsure about interpreting the Policy, he/she is responsible for discussing this with the Principal as soon as possible.

St Columba's School expects responsible choices with the use of ICT and attempts to ensure that employees, students and parents understand the implications of their choices. Responsibility for appropriate use of the technologies lies with the user.

PRINCIPLES

For students at St Columba's School, ICT is utilised for educational purposes only.

Student use of ICT shall reflect the teachings and educational goals of St Columba's School. ICT is a tool to support learning and ICT usage shall be balanced with all elements of the school curriculum.

St Columba's School and any child's teacher has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school and privately-owned ICT by students, including emails.

Students shall be made aware that access to ICT, particularly the internet, email and social media, can expose them to inappropriate or illegal material.

The use of school, student and family owned ICT on the 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; inappropriate or offensive (as outlined in the Student Contract).

Student Contract

The Melbourne Declaration on the Educational Goals for Young Australians (MCEETYA 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with technology, young people need to be highly skilled in its use. At St Columba's School, we believe that to participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

ICT is a general capability within the Australian Curriculum which aims to support and enhance student learning across all areas of the curriculum. Students need to develop and apply ICT knowledge, skills and appropriate social and ethical protocols and practices to investigate, create and communicate, as well as developing their ability to manage and operate ICT to meet their learning needs.

At St Columba's School, we believe that:

- All students learn in a variety of ways.
- Meaningful technology integration is an essential element to learning in the twenty-first century.
- Effective teacher upskilling is important in raising competencies for all educators and students.
- Technology is a tool that forms one part of a quality learning process and needs to be used in conjunction with other effective pedagogical strategies.

Students understand that, at St Columba's School, ICT is utilised to support learning. Inappropriate or unlawful use of ICT, or use that is harmful to others or brings the name of the school into disrepute, will result in a loss of access to digital devices. Teachers can view and monitor students' communications, messages or emails (including those they have deleted) at any time. Acceptable and unacceptable use of ICT by students is listed below.

Acceptable use shall include but is not limited to:

- 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 about accidental accessing of inappropriate material.
- Using school email accounts for school use only (eg. at school or for homework).
- Being polite and courteous when emailing and interacting online.
- Handling all ICT equipment with care and keeping it away from food and beverages.
- Only photographing or videoing other people where permission has been granted.
- Only publishing or sending images of other people where permission has been granted by the teacher and/or parent/guardian.
- Not opening or responding to any communications from people you don't know personally, or that make you feel uncomfortable in any way, and immediately reporting these to your teacher or parents.

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 or post illegal, offensive or inappropriate material.
- Interfering with emails or files belonging to others.
- Disclosing passwords, usernames and other confidential information to anyone except your teachers and parents.
- Opening or downloading anything without the teacher's permission.
- Sending or receiving a message which has a false name or has used another person's name without permission.
- Sending an email or posting online any material which is illegal or with intent to bully, frighten, annoy or upset a person.
- Downloading and/or installing software, applications, videos, music, pictures, games etc. without the permission of the school.
- Defacing any part of the device, its case or labels.
- Changing **any settings** on school devices.



Student Agreement

Please complete this form with your children in Years 1 – 6 and return to the Office.

I have read this document and discussed the Student Contract with my children. By signing below, I acknowledge that my children understand their responsibilities regarding the use of ICT at St Columba's.

Parent Name: _____ Signature: _____ Date: _____

Student 1: Student Name: _____ Class: _____

I understand that my right to access digital devices will be removed for a period of time if I breach any of these rules.

Student Signature: _____ Date: _____

Student 2: Student Name: _____ Class: _____

I understand that my right to access digital devices will be removed for a period of time if I breach any of these rules.

Student Signature: _____ Date: _____

Student 3: Student Name: _____ Class: _____

I understand that my right to access digital devices will be removed for a period of time if I breach any of these rules.

Student Signature: _____ Date: _____