



*St Joseph's Catholic School*

*Queenstown*

## **INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY**

### **Rationale.**

For the purposes of this policy, Information Communication Technology (ICT) is defined as any technology, which allows for knowledge creation. Therefore, the term includes technologies used by staff and/or students at St Joseph's Catholic School that enhances the opportunities for learning such as, but not limited to, computers (and any accompanying and accessible software) and their peripherals, digital still and video cameras, scanners, interactive whiteboards, data projectors and photocopiers.

The term, 'inappropriate' in this policy is defined as being *unrelated to specific teaching and learning outcomes as established by St Joseph's Catholic School staff.*

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. We want all our students to recognise and realise the full potential of Information Communication Technology and become productive members of a future society in which computers will become an increasingly important component. The School will provide training for students in computing and Internet use, and also will make users aware of the school ICT Policy. Behaviour that interferes with these primary objectives will be unacceptable and may result in ICT use to be restricted entirely.

## **Aim**

Access to ICT is available to assist students with their education. Staff are to implement teaching and learning programmes that recognise the importance of teaching key skills associated with ICT as identified in the St Joseph's Catholic School ICT & Information Literacy Scope and Sequence. Although teachers will be vigilant with regards student use of ICT it is the responsibility of individual students to ensure that any material they view is appropriate. Inappropriate use of ICT - including, but not limited to, personal inappropriate emailing, downloading inappropriate files, engaging in violent games, participating in cyberbullying activities or accessing other students files or work - will not be accepted.

Students using ICT outside these guidelines will be barred from ICT use for the remaining term, in the first instance, and for longer periods if they continue to use ICT inappropriately. The intent of consolidating computers and related ICT in a designated space is to provide a stronger focus for the teaching and learning of ICT. As such, the following guidelines should be recognised as important aims:

1. Priority will be given to students using ICT for educational purposes i.e. research, publication and completion of computer projects, assignments and tasks related to formative assessment.
2. Appropriate use of language must be used in all activities including email and social networking sites.
3. Consideration must be given to other users of ICT, ensuring all users receive equal computer time.
4. Sound levels need to be moderated to avoid inconvenience to other users.
5. Computers are expensive and somewhat fragile and must be treated carefully.
6. Both student and parent or guardian must sign the Acceptable Use Policy (Appendix A) before a student can use St Joseph's Catholic School ICT.

## **Implementation – Students are NOT to:**

1. Attempt to repair hardware without permission.
2. Reset computers or change computer preferences.

3. Unplug cables or equipment.
4. Knowingly infringe copyright.
5. Carelessly or deliberately waste resources (all printing must be first approved by the teacher on duty).
6. Fill-in questionnaires or other interactive forms on the Internet without permission.
7. Download programs or games without teacher permission.
8. Access, post, submit, publish or display harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
9. Vandalise. Such actions will result in the cancellation of user privileges (*vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user*).
10. Read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to access, delete, copy, modify or forge other users' mail or social networking accounts.

### **Implementation- Students SHOULD always:**

1. Keep passwords safe and do not share them with other people.
2. Close a web browser immediately after the discovery of inappropriate internet content and inform the teacher.
3. Report other people breaking these rules.
4. Follow the teacher's instructions when using ICT.
5. Follow safe Internet use practices by not disclosing personal information.

### **Evaluation**

A member of the school leadership team is responsible for the coordination of resources, including a specified budget, and the implementation of the ICT Policy, with reviews of policy and procedures conducted regularly throughout the school year, reporting to the principal for action. The role of technical

support person is intrinsic to the effectiveness of policy implementation and should be reviewed similarly.

**Associated and relevant documents:**

*St Joseph's Catholic School ICT Scope & Sequence*

*Tasmanian Catholic Education Office 'Searching on the Internet'*



**St Joseph's Catholic School**  
**Information Communication Technology (ICT) Policy**  
**(APPENDIX A Acceptable Use Agreement for ICT and Internet Access)**

I, \_\_\_\_\_, the parent of \_\_\_\_\_ agree to allow my child to have access to ICT and to the Internet through the network at St Joseph's Catholic School. I have read and agree to the St Joseph's School ICT Policy, and to be responsible for the behavior of my child. While the school has a filtering program in place, I understand that the school cannot guarantee the accuracy or appropriateness of information or material that my child may encounter on the Internet.

I shall not hold the school responsible for materials acquired by my child on the system, for violations of copyright restrictions, users' mistakes or negligence or any costs incurred by my child.

I understand that the following is a non-exhaustive list of activities that will not be tolerated, and that violations may result in the loss of account privileges, as well as other disciplinary and/or legal action:

- Sending or displaying offensive pictures or graphics.
- Using obscene language.
- Harassing, insulting, threatening or abusing other people via ICT as defined in the school ICT Policy.
- Violating copyright laws, including sending or displaying pictures or graphics of students of St Joseph's Catholic School without authorisation.
- Accessing another user's files without permission
- Damaging computers, personal or network files.
- Attempting to circumvent network security.
- Using the St Joseph's Catholic School ICT for commercial purposes or individual financial gain.

**Signatures**

Parent or Guardian: \_\_\_\_\_

Date:

Student: \_\_\_\_\_

Date:

School Representative: \_\_\_\_\_

Date: