



## St Simon Peter CPS Information and Communication Technology (ICT) Policy

### Rationale

Information and Communication Technology (ICT) in the 21<sup>st</sup> century covers a broad range of digital devices, including desktop computers, laptops, portable devices (iPads, iPhones, tablets) and software, which have the capability to access the internet.

The Internet allows users to communicate online with people all over the world via email, video conferencing (Skype), chat and social media. Instant access to information is also readily available through search engines such as Google or through other known websites.

At St Simon Peter CPS we encourage our students to become 21<sup>st</sup> century learners using 21<sup>st</sup> century technology. The availability of such resources provides the opportunity for our school to help students develop their full potential academically, emotionally and physically in the Christian tradition.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of truth, accountability and sensitivity to human rights. Communication must always be truthful, since truth is essential to individual liberty and to authentic community among persons.

Our ICT policy, in accordance with our Cybersafety policy, will help students to learn skills on how to use technology and the internet safely and sensibly.

### Policy and Principles

This policy is written in the light of the Vision Statement of the school, which states:

“St Simon Peter Catholic Primary School community will provide challenges and knowledge for the growth of the whole person. Within a framework of Catholic values, we will strive to live in harmony with each other and our environment by living our motto ‘Love One Another’”. (St Simon Peter CPOS Strategic Plan 2013-2015)

St Simon Peter CPS strives to provide students with access to the latest forms of technology currently available. In providing this access students are made aware of the acceptable and unacceptable use of technology.

- SSPCPS acknowledges that the availability of access to information on a global level poses a significant risk of exposure to inappropriate and offensive material.
- SSPCPS has digital security in place to block inappropriate and offensive material.
- SSPCPS accepts that the use of e-mail and Internet systems must not infringe child protection policies, anti-discrimination laws, anti-racism laws and copyright laws.
- SSPCPS provides access to e-mail and the Internet as an integral part of the learning process.
- SSPCPS can monitor student use of ICT to ensure it used in accordance with the ICT and Cybersafety Policies.

## Procedures

- Students and parents are required to read and sign the St Simon Peter CPS ICT User's Agreement. Parents are encouraged to discuss the need for this agreement and its contents with their child.
- Students must take care of and follow the school rules regarding use of ICT.
- Students understand that the use of ICT at SSPCPS is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.
- Students will only go to Internet sites approved by the supervising teacher. If students unintentionally access any Internet sites displaying inappropriate material, they are to close the web browser and/or turn the device off. In all cases students are required to inform the supervising teacher to ensure these sites are not able to be accessed again through relevant security procedures that can be checked or updated.
- The information provided on the Internet is owned by the authors of that material. Students are required to check with the supervising teacher before copying any information from websites to ensure they have the relevant permissions to do so.
- Emails are only to be sent with the permission of the supervising teacher and will conform to correct letter writing standards without using excessive abbreviations (as is commonly used in SMS, chat or social media messages).
- Students will not use email to cause social and/or emotional harm.
- Email attachments are not to be sent without being viewed and approved by the supervising teacher.
- Students are not to communicate any personal or private information (including full name, phone number, address or photograph) in any email or any internet site.
- Students are only permitted to use their "@ssp.wa.edu.au" email address to send and receive emails while on school grounds.
- Students are to respect all forms of ICT technology and not cause deliberate physical damage to any device. If a student notices physical damage on any device, they are to inform the supervising teacher immediately.

## Acceptable Use

- Students use ICT devices for a specific task set by the supervising teacher.
- Students use the Internet for research and educational purposes only.
- Students use email for teacher-approved communication.
- Students are polite and courteous when emailing.
- Students correctly acknowledge the work of others according to Copyright laws.
- Students respect the privacy of others including other students and staff members.
- Students inform the teacher if inappropriate material has been accessed unintentionally.
- Students handle all ICT equipment with care and respect.

## Unacceptable Use

- Deliberate actions by a student to cause mischief on a device or school network. Actions include:
  - Logging into a device as another student
  - Deleting, renaming or moving files belonging to others
  - Bypassing security measures with the intent to cause mischief and disruption
  - Changing device settings, including screen positions, restrictions, passcodes etc.
  - Downloading anything without the supervising teacher's permission
- Deliberate access to unacceptable or inappropriate websites.
- Emails sent without supervising teacher's permission.
- Infringement of Copyright laws.
- Deliberate physical damage of any device.
- Giving out their username and password to another student.
- Using ICT without permission or without supervision by a teacher.
- Sending a personal photograph without the written permission of a parent.
- Sending or receiving a message which has a false name or has used another's name without permission.
- Sending an email to bully, frighten, annoy or upset a person.

## Consequences for Unacceptable Use of a Computer

### Step 1

The Principal sends a note home explaining the misuse.

No access to any school devices for 1 week.

Student will complete all research and publications by non-electronic methods

### Step 2

Further misuse will result in parents being asked to attend a formal meeting with the Principal.

The child will be banned from using any device for 4 weeks.

### Step 3

Continued misuse will result in a child being banned from using any device for 10 weeks (one term).

### Step 4

Further misuse will result in a child not being able to use any electronic technology for a 12 month period (a school year).