

IONA PRESENTATION PRIMARY SCHOOL



Acceptable Use Policy

INFORMATION AND COMMUNICATION TECHNOLOGY

USE BY STUDENTS (4-6)

RATIONALE

Information and Communication Technology (ICT) is a valuable tool in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email, Google Apps for Education (GAFE), blogs, videoconferencing tools, and the Internet, we can connect, talk to, and collaborate with other children, experts, and teachers around the world; and publish our work to share with real-world audiences.

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 email, the Internet, and other ICT tools in a positive way to help spread the "Good News" of Jesus 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, software, systems and technology including the internet, email, social networking, and telecommunication devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

PRINCIPLES

1. Iona Presentation Primary School ICT is provided for educational purposes only.
2. Using Iona Presentation Primary School ICT is a privilege, not a right. 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. Iona Presentation Primary School has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
4. Students will learn how to be safe and responsible digital citizens, exploring how to use the Internet, email, and ICT tools in ways which protect their private information, and minimise exposure to inappropriate material or potential harm.

PROCEDURES

1. Students understand that the use of Iona Presentation Primary School ICT is a privilege. If students choose to break the school rules about email, blogging Google Apps, & the Internet, it may result in the student losing the right to use ICT resources for a period of time and / or the application of other sanctions decided by the Principal. In this situation, parents will be informed.
2. Unlawful and / or serious misuse of ICT may result in the school involving the Police or other government agencies.

The acceptable and unacceptable use by students of the ICT are listed below.

Acceptable use includes:

- Following teachers' instructions at all times.
- Accessing only the information the teacher has agreed to.
- Being polite and courteous in all online interactions, including the use of email, Google Apps, and videoconferencing.
- Seeking the teachers' permission before sending an email or commenting on a blog.
- Researching information for a topic or assignment given by the teacher.
- Correctly acknowledging the work of others according to Copyright laws, and endeavouring to use Creative Commons / Public Domain media in school projects.
- 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.
- Acknowledging that Passwords are private information.
- Respecting the security of the ICT network.

- Students shall exercise caution as to the quality and the accuracy of the information they are accessing and transmitting.

Unacceptable use includes:

- 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 or publishing anything without the teacher's permission
- Sending or receiving a message which has a false name, or has used another's name without permission
- Sending an email / blog to bully, frighten, annoy or upset a person.
- Sharing Password information
- Transmitting personal information via the Internet
- Accessing information in other people's files

ATTACHMENT

IMPORTANT STATUTES WHICH ARE APPLICABLE TO STUDENT USE OF SCHOOL ICT INCLUDE:

Copyright Act 1968

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions, and
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.