

IONA PRESENTATION PRIMARY SCHOOL



Acceptable Use Policy

INFORMATION AND COMMUNICATION TECHNOLOGY

USE BY STUDENTS (K-3)

RATIONALE

Email, blogs, Google Apps, and the Internet us a way of communicating with our friends, family, and other people all over the world. We can send messages through email. We can also find out about many things by searching the Internet for information, or talking to other children, teachers, and experts around the world through videoconferencing. Using the Internet in a safe and sensible way can help us to learn many skills and learn more about our world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic school, and that Jesus wants us to follow him by always trying to do our best. When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet, blogging, and email so that we are safe and happy, and so that we can learn new things in an exciting way.

DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including the internet, email and 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 Primary School has made rules about how students use email and the Internet so that they can use it in the best way. Students must follow these rules and listen to their teacher so that ICT can be used to communicate with others and learn about things.
2. Iona Primary School has made rules about using ICT so that everyone at the school is safe and happy. Students can use ICT only if they look after it and follow all the rules about the use of ICT.
3. Iona Primary School can check all the school's ICT to make sure students are following the school rules.

PROCEDURES

1. Students shall adhere to the school rules about email, blogging and the Internet, and take good care of school ICT equipment, including iPads.
2. Students shall only use the school software on the school's computers and iPads.
3. Students shall only send emails with their teacher's permission, and will use a class email account.
4. Students shall go only to sites on the Internet as directed by the teacher. If students find anything on the Internet that makes them feel bad or uncomfortable they must click on the HOME button, and tell their teacher.
5. Before students send an email or submit a blog comment, they must show it to the teacher. Everything a student writes in an email, blog comment, or publishes on the Internet must be their best work that they would be proud to show their parents. A student will not use email or the Internet to annoy, bully or frighten anyone.
6. People who put information on the Internet for students to read, own that information. If students use anything from the Internet in their own work they must check with their teacher before they copy it to make sure they have the owner's permission.
7. Students shall never tell anyone via email, blogs, or the Internet their name, address, telephone number or any other private information. Students shall not send or publish photographs or video of themselves without checking with their teacher.
8. If students choose to break the school rules about email, blogging and 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.
9. Unlawful and / or serious misuse of ICT may result in the school liaising with appropriate agencies.

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.