



Topic:	ICT use by Students
Policy No:	2-B8
Policy Area:	Education
Date Promulgated:	2001
Date for Review:	2018

## Rational

The purpose of these guidelines are to ensure that students at St Lawrence's School Bluff Point use our technology resources for educational, research and communication purposes in an appropriate manner.

As a school community we choose to educate, be educated and interact in a manner that is consistent with our Mission Statement & Goals.

Information and Communication Technology (ICT), and in particular the Internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. Our communications must always be truthful and respectful of other people.

Information and Communication Technology (ICT), means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

## Principles

The Internet has great educational benefits. However, some Internet-accessible materials may harm you or others. Internet access at school or via O365 CEWA Portal - outside of school is a privilege. Students who break any of the following rules may lose their privileges. These Principles will help us to be fair to others and keep everyone safe.

- St Lawrence's School Bluff Point strives for educational and technological excellence by integrating the use of technology with best educational practice.
- The school's networked system of devices will be used by the students to create, store and publish their work. The Internet allows students to access information, become involved with other students through online projects and to share what they have discovered.

- St Lawrence's School Bluff Point access to the Internet is via the CEWA gateway provided by the Catholic Education Office of WA. This is a filtered system, which provides a safe environment in which students can access the Internet.
- As we introduce students to the Internet, we believe a partnership between parents, students and the school should develop and grow. We also believe that the access we are giving is a privilege and not a right and therefore there are responsibilities for all involved.
- The 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.
- Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.
- An Acceptable Use Policy identifies acceptable uses of the St Lawrence's School Bluff Point network and the Internet, and those, which are not. These guidelines are provided here so that you understand and agree to the responsibilities you are about to accept.

## **Procedure**

The following agreements and understandings will help us to be fair to others and keep everyone safe.

I agree:

- To take care of all ICT equipment.
- To follow my teachers' instructions.
- To visit only teacher approved sites when using the Internet.
- To use suitable language at all times.
- To only use my own login and password and I will keep my password a secret when I use the internet or e-mail.
- Not to look at, copy or delete other people's files.
- Not to bring USB keys or CD-ROMs into school without permission.
- Only to e-mail/message people I know, or whom my teacher has approved.
- That all messages I send will be polite, courteous and sensible.
- Not to email/message, copy or use any photos taken of students or teachers without their permission.
- When emailing/messaging not to give my own or anybody else's home address or phone number, or arrange to meet someone.
- To ask permission before opening an e-mail or attachment sent by someone I do not know.

- To tell a teacher immediately if I see anything I am unhappy with or if I receive email messages I do not like.

I understand:

- That the use of ICT is a privilege and that this privilege may be lost if I use ICT in an unacceptable way.
- That it is unacceptable to send an email/message to bully, frighten, annoy or upset another person.
- That the school may check my device and will monitor my internet use and the Internet sites I visit.
- That students and staff who are working on class activities have priority in the use of ICT equipment.

### **Parent Support**

Parents are encouraged to work in the partnership with St Lawrence's School Bluff Point by supporting the School's endeavours to educate students in the correct manner of Internet use. The parents/ carers of each student must sign an Acceptable Use Policy every year if they wish the student to use our computer network, whether on the Internet or not.

**School Website:** [stlps.wa.edu.au](http://stlps.wa.edu.au)

St Lawrence's School Bluff Point web site is a major source of publishing the student's work and activities, and as such, photos appear on this site. Only photos of children whose parent/s have signed a consent form for student images on the internet will be published on the school website. Surnames are NEVER published with photos, and if written work is published, only first names are used



# St Lawrence's Primary School Bluff Point

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## Acceptable Use of Digital Technology Facilities and External Networks Policy

Students at St Lawrence's School Bluff Point may access the school network and the Internet via the CEWA gateway after they have discussed this document with a parent and had a parent sign the following declaration:

*I declare that my child and I have read, discussed and understood the St Lawrence's School Bluff Point policy on Acceptable Use of Device Facilities and External Networks.*

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

This original declaration is to be returned to:- St Lawrence's School Bluff Point