

**ST MATTHEW'S SCHOOL**

**NARROGIN**



**INFORMATION AND**  
**COMMUNICATION TECHNOLOGY**  
**ACCEPTABLE USE POLICY**

**Ratified September 2011 – Review Date: 2013**



## **INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE POLICY**

### **ST MATTHEW'S SCHOOL NARROGIN**

#### **RATIONALE**

The purpose of this policy is to create and maintain a cyber safe, acceptable use culture that is in keeping with the values of the school and legislative and professional obligations. It endeavours to achieve this by clarifying what constitutes acceptable and unacceptable student use of Information and Communication Technologies (ICT). St Matthew's School embraces student use of ICT in the belief that it enables students to learn in a multitude of different and powerful ways with great efficiency. This policy includes information about obligations, responsibilities, and the nature of possible consequences associated with usage breaches that undermine the safety of the school environment.

#### **DEFINITION:**

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:**

1. St Matthew's School acknowledges that the availability of access to information on a global level poses a significant risk of exposure to inappropriate and offensive material.
2. St Matthew's School accepts that the use of email and internet systems must not infringe child protection policies, anti-discrimination laws, anti-racism laws and copyright laws.
3. St Matthew's School provides access to email and the internet to further the educational development of students.

## **THE ROLE OF STUDENTS**

Students are responsible for good behaviour on St Matthew's computer network. Communications on the information networks are often public in nature and general school rules for student behaviour; conduct and standards of communications will apply. Individual users of the St Matthew's computer network are responsible for their behaviour and communications over the network. This includes treating the ICTs carefully and reducing the risk of any accidental damage. It is presumed that users will honour the agreements signed.

## **THE ROLE OF PARENTS AND CAREGIVERS**

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources at home. St Matthew's School expects that those standards will be in accordance with the school rules, this policy and other school policies.

Parents and Caregivers should:

- Encourage learning through the appropriate use of ICTs
- Monitor their child's use of the computer/internet at home
- Speak to their child's teacher, the learning technologies teacher or school principal with any questions or concerns regarding use of the school's ICT
- Be attentive to the content that they, their children and young people are generating, sharing or drawing to the attention of others
- Discuss privacy, safety and cyber bullying issues with their child/ren
- Help their child to keep the copyright laws
- Reinforce the Acceptable Use Policy for the school.
- Discuss this Acceptable Use Policy with their child and sign the Parent Agreement

## **THE ROLE OF THE STAFF**

St Matthew's School expects the staff will incorporate appropriate use of such information throughout the curriculum, and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum, while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

## **THE ROLE OF THE SCHOOL**

St Matthew's School undertakes a commitment to implement and uphold the Acceptable Use Policy, and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students. St Matthew's School undertakes to ensure that information published on the Internet by students or the school under the School's name meets the legal requirements and standards of general practice within the community, in relation to copyright and safety.

## **STUDENT ACCESS**

St Matthew's School's Network is provided for students to conduct research, access online educational games and materials, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. The use of online services, made possible by St Matthew's School through student access to telecommunications networks, may lead students to many publically available information and databases from throughout the world. Although St Matthew's School has in place steps to reduce risks, students may encounter electronic information resources, which may have not been screened by educators for use by students. Therefore, prior parental or guardian permission is required for students to access the School network.

## **USE OF INFORMATION AND COMMUNICATION TECHNOLOGY CONTRACT**

All students and staff are expected to sign a Use of Information and Communication Technology Contract for access to the St Matthew's School network. Failure to sign this contract will result in the individual being unable to access the St Matthew's network.

## **ACCEPTABLE USE AND UNACCEPTABLE USE**

Acceptable use may include:

- Facilitating, gathering and disseminating information, encouraging collaborative projects and resource sharing, assisting technology transfer, fostering innovation, building broader infrastructure in support of education and research, fostering professional development, undertaking administrative functions and any other tasks that support the school.

Unacceptable use would include:

- Accessing networks without proper authorization;
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, including threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally including bullying or harassment of work colleagues outside the school;
- Communicating information concerning a password, identifying code or other confidential information;
- Interfering or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, and using the network to make unauthorized entry to any other machine accessible via your network;
- Breaching copyright laws, including software copyright and re-engineering of software;
- Conducting private business matters.

Further it is unlawful to:

- Defame someone or an organization in an email;
- Infringe copyright laws, i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material;

- Send emails that contain statements that could constitute sexual discrimination or sexual harassment;
- Display sexually offensive material that has been downloaded (i.e. screen savers);
- Send emails that contain statements based on the race, colour, nationality of a person that is likely to offend or insult;
- Undertake activities that breach State and Commonwealth legislation.

### **CONSEQUENCES OF MISUSE**

The use of the St Matthew's School network is a privilege, not a right, and inappropriate use will result in a temporary or permanent cancellation of these privileges.

Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour, as outlined in the St Matthew's Behaviour Management Policy.

This policy is to be available through the school Internet site.



## St Matthew's School

9 Glyde Street  
(PO Box 456)  
Narrogin. WA. 6312  
Ph (08) 9881 2154  
Fax (08) 9881 2135

Email: [admin@matthews.wa.edu.au](mailto:admin@matthews.wa.edu.au)

Website: [www.matthews.wa.edu.au](http://www.matthews.wa.edu.au)

### Use of Internet Contract – Kindy to Year Four

I understand the Internet is a public place and to stay safe I need to use it responsibly. I also know that I need to take care of the computers in our school. The following rules will help me.

#### **I promise I will...**

- Use the computers and the Internet according to my teacher's instructions
- Tell my teacher if I see anything that is not suitable on the computer
- Take good care of the computers by not touching the screens
- Work fairly with others on the computer
- Always have clean hands when using the computers
- Keep my passwords secret from others
- Never say anything online that I wouldn't say face-to-face. Just because I cannot see someone doesn't mean they do not have feelings.
- Not disclose my name, address and telephone number or the name, address and telephone numbers of others without the permission of my teacher.
- Always use a family-friendly search engine when searching on the Internet and take full responsibility for my Internet usage.

Also I am aware MyMail and MyInternet usage can be checked on occasions, and I understand that inappropriate use of the computers and the Internet will result in disciplinary action.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

I support the school in the use of the Internet for educational purposes, and agree to discuss appropriate uses of the Internet and computer with my child. I acknowledge that any breach of this contract will be directed to the Principal and I will be notified.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## St Matthew's School

9 Glyde Street  
(PO Box 456)  
Narrogin, WA. 6312  
Ph (08) 9881 2154  
Fax (08) 9881 2135

Email: [admin@matthews.wa.edu.au](mailto:admin@matthews.wa.edu.au)  
Website: [www.matthews.wa.edu.au](http://www.matthews.wa.edu.au)

### Use of Information and Communication Technology Contract

#### Year 5 – 7

I understand the Internet is a public place and to stay safe I need to use it responsibly. I also know that I need to take care of the computers in our school. The following rules will help me.

- 1 I accept that the Internet is for educational purposes.
- 2 I shall use Information and Communication Technology only as teachers direct me to.
- 3 I shall at all times be courteous and use appropriate language.
- 4 I shall respect the school's equipment and resources.
- 5 I take full responsibility and liability arising from my use of the Internet.
- 6 I shall identify myself in all correspondence and use my first name only.
- 7 I shall not disclose my name, address and telephone number or the name, address and telephone number of others without the permission of my teacher.
- 8 I shall respect the rights, privacy and property of others. This includes their passwords and files.
- 9 I shall respect copyright and protect the school from infringement of copyright.
- 10 I shall not plagiarise the work of others, but shall fully acknowledge all material.
- 11 I shall not attempt to examine, disclose, copy, rename, delete or modify another user's data.
- 12 I agree to use resources, which include power, paper and memory space, carefully to avoid unnecessary wastage.
- 13 I shall avoid public criticism of other people or organizations on the Internet.
- 14 I agree not to access unsuitable, offensive or illegal material. This includes any material that is pornographic, racist, sexist, unethical, obscene, sexual or violent in nature.
- 15 I am aware My Mail and My Internet use may be checked by staff on occasions and I consent to this.
- 16 I understand that inappropriate use of the Internet may result in disciplinary action.

I have read the Use of Information and Communication Technology Contract and agree to abide by the letter and spirit of this contract. I understand that I am a representative of St Matthew's and shall always act in the best interests of the school when using the Internet. I shall surf only the area specified by my teacher. If I find myself in unsuitable locations, I shall immediately return to the St Matthew's home page, [www.matthews.wa.edu.au/myinternet](http://www.matthews.wa.edu.au/myinternet), and/or inform the teacher. If I fail to do this I understand that I may lose the use of the Internet for a specified time.

**Student Signature**

Name \_\_\_\_\_  
Date \_\_\_\_\_

**PARENT STATEMENT**

I have read and understood the Use of Internet Contract. I give permission for my child to use the Internet for research associated with class work, to publish his/her own work, to send and receive E-mail, and I accept responsibility for his/her use.

**Parent/Caregiver Signature**

Name \_\_\_\_\_  
Date \_\_\_\_\_