

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



**INFORMATION AND COMMUNICATION  
TECHNOLOGY USE BY STUDENTS  
POLICY**

**VISION STATEMENT**

**St Matthew's School enables children to strive to reach their full potential, as God intends, by fostering concern for self, others, the environment and their relationship with God.**

**Developed 2013  
Reviewed 2015  
Review 2018**



# St Matthew's School

## Information and Communication Technology Use by Students Policy (K-2)

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### RATIONALE

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

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### DEFINITIONS

'Information and Communication Technology (ICT)' means all hardware, software, systems and technology including the internet, email, telecommunications devices (*e.g. mobile phones*) and social media (*e.g. facebook*).

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment, Unlawful Discrimination, Victimisation and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff)'.

Social media refers to a group of internet based applications that allow users to share information and create communities.

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### PRINCIPLES

1. St Matthew's School has made rules about how students use Information and Communication Technology (ICT) 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 explore, create and communicate with others and learn about the world in which they live.
2. St Matthew's 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. St Matthew's School can check all ICT used in schools to make sure students are following the school rules. This includes digital devices provided by students and families.

## PROCEDURES

1. Students shall obey all of the school rules regarding ICT and take good care of all equipment.
2. Students shall only use the applications recommended by their teacher during school time. Students will not access other applications during school time or bring any applications from home to install on school devices. Students will not access applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.
3. Students shall go only to sites on the internet that a teacher has said they can use. If students find anything on the internet that makes them feel bad or uncomfortable they must immediately inform their teacher or another adult.
4. Students shall only send emails with their teacher's permission. Everything a student writes in an email or through the internet must be their best work that they would be proud to show to their parents. A student will not use email or the internet to annoy, bully or frighten anyone.
5. 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 to copy it.
6. Students shall never tell anyone via email or the internet their name, address, telephone number or any other private information. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents. Students shall not share any other student's private information with others.



## St Matthew's School

# Information and Communication Technology Use by Students Policy (3-6)

### **RATIONALE**

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

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Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment Unlawful Discrimination Victimisation and Bullying'.

Social media refers to a group of internet based applications that allow users to share information and create communities.

### **PRINCIPLES**

At St Matthew's School, ICT is utilised for educational purposes only.

At St Matthew's School, ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).

The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.

Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or potential harm.

## PROCEDURES

1. Students understand that at St Matthew's School, ICT is utilised to support learning.
2. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.
  
3. The acceptable and unacceptable use by students of the ICT are listed below.
  - 3.1 Acceptable use shall include but is not limited to:
    - following teachers' instructions
    - accessing only the information the teacher has agreed to
    - being polite and courteous when emailing and interacting on social media
    - researching information for a topic or assignment given by the teacher
    - correctly acknowledging the work of others according to copyright laws
    - 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.
  
  - 3.2 Unacceptable use shall include but is not limited to:
    - 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
    - disclosing passwords, usernames and other confidential information to other students
    - downloading anything without the teacher's permission
    - sending a personal photograph without the written permission of a parent/caregiver
    - sending or receiving a message which has a false name or has used another's name without permission
    - sending an email or posting to a social media site with the intent to bully, frighten, annoy or upset a person
    - accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.



# St Matthew's School

## Information and Communication Technology Use by Students Policy (7)

### RATIONALE

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### DEFINITIONS

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Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 'Harassment Unlawful Discrimination Victimisation and Bullying'.

Social media refers to a group of internet based applications that allow users to share information and create communities.

### PRINCIPLES

1. At St Matthew's School, ICT is utilised for educational purposes only.
2. At St Matthew's School, ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails.
4. Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or potential harm.

5. Students shall take personal responsibility when using ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.

## PROCEDURES

1. St Matthew's School is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use shall not be tolerated under any circumstances and disciplinary action shall be taken against any student who breaches this policy.
2. St Matthew's School shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.

### 2.1 Acceptable use shall include but is not limited to:

- researching information relating to assignments\*
- gathering specific information about subjects/topics\*
- creating digital content to demonstrate learning
- contacting a teacher or friend for assistance with school related work
- other teacher directed activities.
- Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.

### 2.2 Unacceptable use shall include but is not limited to:

- accessing networks without school authorisation
- transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit or harassing materials, offensive or discriminatory materials or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school
- communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
- interfering with 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 unauthorised entry to any other machine accessible via the network
- plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software
- conducting private business matters or using the system for any personal gain
- downloading and/or installing software programs (eg .exe files), videos, music, picture galleries, greeting cards, screen savers and games etc without the permission of the school.
- accessing applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.

### 2.2.1 Unlawful use shall include but is not limited to:

- defaming someone or an organisation
- infringing copyright laws ie reproducing or adapting copyrighted material by downloading and further disseminating the material
- sending messages that could constitute sexual discrimination or sexual harassment
- sending messages that could constitute cyber bullying or harassment
- accessing or displaying sexually offensive or explicit material

- making offensive or insulting statements based on the race, colour, nationality, gender, religious beliefs, disabilities, age or personal circumstances of a person
  - undertaking activities which breach State and Commonwealth laws.
3. Unacceptable and/or unlawful use of ICT systems constitute a breach of school rules and may warrant disciplinary action which may include exclusion of the student in accordance with the schools disciplinary policy.
  4. This policy is available through the school website and it is the student's responsibility to be aware of its contents.





# St Matthew's School

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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 iPads, 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: \_\_\_\_\_



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### 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 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** \_\_\_\_\_