



## ICT USE BY STUDENTS POLICY

**ORIGINALLY RELEASED: May 2017**

**REVISED: 2022**

**DUE FOR REVIEW: May 2024**

### RATIONALE

Information and Communication Technology (ICT) has been introduced into schools allowing access to email and the Internet and other telecommunication devices. 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 a risk of exposure to inappropriate and offensive material and personal safety.

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

### DEFINITIONS

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) 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. Xavier Catholic School ICT is provided for student use for educational purposes only.
2. Student access to Xavier Catholic School ICT is a privilege. This privilege can be removed if students use ICT in an unacceptable manner. 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. 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.
4. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.

## PROCEDURES

1. Students at Xavier Catholic School will be supervised at all times while using ICT.
2. Internet access at Xavier Catholic School is monitored by filtering software provided by CEWA to limit possible exposure to offensive or inappropriate material by students. No guarantees can be made that all inappropriate or offensive material will be blocked.
3. Students at Xavier Catholic School will be made aware of the personal safety issues that may arise when using the Internet. They will be instructed never to pass on their (or anyone else's) name, phone number, address or password to anyone over the Internet.
4. Students at Xavier Catholic School will be made aware that they should never divulge their class or individual password to any other student.
5. Xavier Catholic School has an ICT Student User Agreement for Preprimary to Year 3 which outlines acceptable use of ICT by students at the school. This agreement is to be signed by a parent or guardian of the student before the child can use ICT at the school. This agreement needs to be signed at the commencement of each school year or when enrolment commences.
6. Xavier Catholic School has an ICT Student User Agreement for Year 4 to Year 6 which outlines acceptable use of ICT by students at the school. This agreement is to be signed by each student and a parent or guardian of the student before the child can use ICT at the school. This agreement needs to be signed at the commencement of each school year or when enrolment commences.
7. Teachers at Xavier Catholic School will review these user agreements with the students on a regular basis, particularly at the beginning of the school year.
8. Students are discouraged from bringing mobile phones to school. If a parent requires their child to have a phone at school for family reasons, then the student must leave their mobile phone switched off and in the front office during the school day. It is their responsibility to collect it at the end of the day.
9. Acceptable and unacceptable use by students of the ICT are listed below: 9.1 Acceptable Use:

Acceptable use may include but is not limited to:

- following teachers' instructions;
- accessing only the information the teacher has agreed to;
- being polite and courteous when emailing;
- seeking teacher's permission before sending an email;
- 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 inappropriate material has been accessed; and
- handling ICT equipment with care.

9.2 Unacceptable Use:

Unacceptable use would include but is not limited to:

- using ICT without permission or without supervision by a teacher;
- visiting any Internet site that has not been approved by a teacher;

- using ICT for any purpose that has not been approved by a teacher;
- sharing your password with another student, or your class password with a student not in your class;
- 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 anything without a teacher's permission;
- sending a message which has a false name or has used another's name without permission
- sending an email to bully, frighten, annoy or upset a person.

10. A breach of the acceptable use agreement by a student will result in the student losing the right to access some or all of the ICT resources for a period of time.

11. Unlawful or serious misuse of ICT may result in the school involving the Police or other government agencies.

## REFERENCES

### ATTACHMENT

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

*Copyright Act 1968 (Cth)*

Staff 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.