



St Peter's Primary School  
103 Wood Street, Inglewood

POLICY: INFORMATION AND  
COMMUNICATION TECHNOLOGY  
USE (STUDENTS)

POLICY AREA:

FIRST RELEASED:

REVIEW DATE:

This policy has been developed with reference to the  
Catholic Education Policy Number 2-B8 ICT Use By

## 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, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. 'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.'  
(Mandate, para 22)

## DEFINITIONS

1. 'Information and Communication Technology (ICT)' includes all hardware, software, systems and technology including the internet, email, telecommunications devices and social media (e.g. Facebook) owned by the school, students and families.
2. Defamation is the publication, declaration or broadcast of material that is capable of lowering the reputation of a person in the estimation of others.
3. Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation, and Bullying.
4. Social media refers to a group of internet based applications that allow users to share information and create communities.

## PRINCIPLES

1. St Peter's 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.
2. St Peter's Primary School can check all the school's ICT to make sure students are following the school rules.
3. All use of ICT at St Peter's Primary School is provided for educational purposes only.
4. Using St Peter's Primary School ICT is a privilege. This privilege can be removed if school rules are broken. 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).

5. St Peter's Primary 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.
6. 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 shall obey all the school rules about email and the Internet and take good care of school computer equipment.
2. School ICT may be used for gathering, organising, creating and sharing appropriate information for educational or related purposes:
  - a. encouraging collaborative projects and resource sharing; and
  - b. any other tasks that are for educational or related purposes or that support and promote St Peter's and its ideals.
3. 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.
4. 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 parent/guardian.
5. Removal of ICT use at St Peter's will result if inappropriate or offensive material or conduct is identified, for example:
  - infringement to a person's copyright or other intellectual property rights;
  - accessing networks without proper authorisation;
  - defamation of a person or an organisation;
  - containment of sexually explicit, indecent or obscene or pornographic material;
  - material is discriminatory against a person on the basis of, for example, sex, race, religion, disability or age;
  - deals with a person's personal information in a way that breaches privacy laws;
  - constitutes racial harassment or incites racial hatred;
  - constitutes harassment or bullying;
  - disclosing passwords or codes without permission;
  - interferes with or disturbs networks; and
  - is otherwise contrary to school rules or policy
6. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.

## **REFERENCE AND RELATED DOCUMENTS**

Catholic Education Commission of Western Australia Policy Statement 2-B8.

St Peter's Primary School Student and Parent ICT Pledge (attached).

St Peter's Primary School Information and Communication Technology Use - Student Code of Conduct – Kindergarten to Year 6 Student Agreement.