



# Information and Communication Technology At Mel Maria Catholic Primary School

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## Rationale

Information and Communication Technology (ICT) is utilised in Mel Maria Catholic Primary School 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.

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, 22)

## Definitions

Information and Communication Technology (ICT) includes all hardware, software, systems and technology including the internet, email, telecommunications devices and social media.

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

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission Harassment, Unlawful Discrimination, Victimisation, and Bullying policy.

Social media refers to a group of internet-based applications that allow users to share information and create communities (eg. Facebook, Twitter).

## Principles

- Usage of ICT is balanced with all elements of the school curriculum.
- The School strives for educational and technological excellence by integrating the use of technology with best educational practice.
- The School is committed to ensuring that all students are aware of the expectations for the use of ICT within the school environment.
- All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT and privately owned ICT being used on the school site, including emails, are the property of the school, and as such, are subject to monitoring by the school.
- The use of school, student and family owned ICT on the school site, including the internet, email, and social media by students shall not be contrary to relevant State and Commonwealth laws (a summary of these laws is an attachment to this policy and forms part of this policy), a breach of school rules or policy, or otherwise be inappropriate or offensive (as outlined at procedure 4 of this policy).
- As parents and carers are the prime educators of their child, they shall be informed of the school procedure and encouraged to assist in facilitating its implementation.

## Procedures

The School's procedure identifies acceptable, unacceptable and unlawful use of ICT by student (Appendix 1)

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

- Gather, organise, create and share appropriate information for educational Purposes directed by the teacher.
- Follow teachers' instructions at all times.
- Access only the information to which the teacher has organized or planned.
- Understand that games, music and videos for entertainment purposes cannot be used at school. They should be downloaded at home **with parental approval**.
- Work on the internet for purposes specified by the teacher.
- Seek permission from the teacher prior to printing or copying articles.
- Correctly acknowledge the work of others according to copyright laws.
- Use the Internet appropriately and not to frighten or annoy another person.
- Refer any messages that are unpleasant or that make other students feel uncomfortable to the teacher without making a personal response to such messages.
- Use polite and courteous digital language at all times.
- Respect the privacy of others including other students and staff members.
- Seek appropriate permission when taking digital images.

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- Obtain/check and gain permission from the teacher before transmitting, broadcasting or transferring any audio or vision taken at school.
- Understand that it is an invasion of personal rights to take digital images without permission of the individuals.
- Ensure all personal information such as surname, address, telephone number, passwords and parents' work address/telephone number/s are not given out.

**Unacceptable use shall include but is not limited to:**

- Accessing networks without proper authorization.
- Transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive.
- Unauthorized disclosing or communicating of information concerning any password, identifying code or other confidential information without permission.
- Interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form and using the network to make unauthorized entry to any other machine accessible via the school network (i.e. 'hacking')
- Breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property.
- Using school network and/or equipment to conduct private business for commercial gain or promote material unrelated to school defined tasks.
- Bringing the school or Catholic Education into disrepute.

**FAILURE TO COMPLY WITH THE GUIDELINES FOR USE**

Parents and Students need to know and understand that the:

- Use of the ICT technologies at Mel Maria Catholic Primary School is a privilege, not a right.
- Inappropriate use will result in a temporary or permanent cancellation of those privileges.
- LEGAL ISSUE - The inappropriate use of electronic information can be a violation of Local, State, Federal and International laws. Violations can lead to prosecution.
- Students need to understand that the digital footprint that is established the minute a person begins posting items/photographs on social network sites will be there forever. This can have severe repercussions for their future.
- If the privileges are revoked the child must take the iPad to the office, to be collected by the parents at the end of the school day.

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## References

Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015

CECWA Harassment, Unlawful Discrimination, Victimisation and Bullying policy

Copyright Act 1968 (Cth)

Equal Opportunity Act 1984 (WA)

Classification (Publications, Films and Computer Games) Enforcement Act 1996

Criminal Code Act (WA)

Cybercrime Act 2001 (Cth) Privacy Act 1988 (Cth)

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