



St Mary MacKillop College

Information, Communication & Technology Policy (Kindergarten – Year 6)

Rationale

The use of computer technology is not an end in itself, but rather provides students with many potent opportunities to improve learning. We aim to develop active learners who are able to use technology with discernment, but our emphasis is not primarily on learning to use technology, but on using technology to learn.

In accordance with 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.

The College endeavours to help students become responsible digital citizens guided by the following principles and reflected in the College's core values (FIRST) Faith, Inclusion, Respect, Service and Truth.

Guiding Principles

Keep Safe Online

- ICT at the College is provided for educational use only and care should be taken to select appropriate resources.
- Students should take personal responsibility by protecting their personal information and data, only sharing it in safe and appropriate situations.

Respect Others

- Students must behave in an ethical manner when using digital devices, whether College owned, leased or student devices (BYOD) to access resources, communicate and interact with others.
- Online behaviour should at all times demonstrate a Christ centred respect for the dignity of each person.
- It is never acceptable to use digital devices to harass, bully or humiliate others.

Respect Resources

- The ICT equipment and resources at the College are a privilege and should be respected.

Definition

"Information and Communication Technology (ICT) refers to all computer hardware, software, systems and technology (including the internet and email) and devices and data that may be accessed from a College campus or connected to the College's communication network."

St Mary MacKillop College has established an advanced learning environment with wireless network access throughout the College grounds enabling internet access, electronic work submission, student email and printing. Our sophisticated Learning Management System bridges the gap between school and home, and provides student, teacher and parents with secure access to information such as homework, timetable, assessments and results.



St Mary MacKillop College

Information, Communication and Technology

Student User's Agreement

(Kindergarten – Year 6)

Introduction

Information, Communication and Technology (ICT) supports and enhances student learning across all areas of the curriculum and is a vital component of the Australian Curriculum.

The purpose of this document is to create a culture and environment in which responsible and acceptable use of the internet and electronic resources can occur.

It is a prerequisite for the use of ICT in the College that students read, understand and sign this agreement.

Guidelines

In accordance with the ICT Policy, students are expected to do three things in their use of ICT at the College.

- Keep Safe Online
- Respect Others
- Respect Resources

When using College and personal devices and services **students will:**

- Ensure that they access the internet only within the College filtering system provided.
- Ensure that communication through internet and email services is related to learning.
- Promptly tell their teacher if they suspect they have received a computer virus or spam (unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Treat all College equipment, including hardware, software, devices and related ancillary items with care and respect. Report all damages to the ICT Department.
- Attempt to keep printing to a minimum by print previewing, editing work on screen rather than on printouts and spell check before printing.
- Keep personal information, including passwords, names, addresses, photographs, credit card details and telephone numbers private.

When using College and personal devices and services students **will not, and will not attempt to:**

- Disable settings for any College protection such as virus protection, spam and internet filtering that have been applied by the College and not attempt to evade them through the use of proxy sites.
- Disable system installed apps.
- Allow others to use their accounts or personal devices.
- Deliberately use the digital identity of another person to access information that they are not authorised to access.
- Intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by the teacher.
- Disclose personal information about another person (including name, address, photos and phone number).
- Damage or disable computers, computer systems or networks or distribute damaging files or viruses.
- Distribute or use software and data which is copyrighted without proper permission eg pirated games or movies.
- Use social media without the permission of the teacher.
- Take photos or video of members of the College community without their consent.

When using ICT to communicate or publish digital content students **will never use:**

- Unacceptable or unlawful materials or remarks including offensive, abusive or discriminatory comments.
- Threatening, bullying or harassing material.
- Sexually explicit or sexually aggressive material or correspondence.
- False or defamatory information about a person or organisation.
- The College name or crest without the written permission of the Principal.

PARENT AGREEMENT

I have discussed this policy with my child and we agree to uphold the expectations of the College in relation to the use of digital devices and services both at school and where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the College's Pastoral Care Policy. We understand that all documents and files saved in my child's workspace or transmitted over the College's systems may be accessed by staff at the College.

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|----------------------------|
| Parent/Guardian Name: |
| Parent/Guardian Signature: |
| Date: |

STUDENT AGREEMENT

I have read and discussed this policy with my parent/guardian and I agree to be a cyber-safe student and always uphold these rules both within and outside of school.

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|--|-------|
| Student Name: | Room: |
| Student Signature: (not required for students in Kindy-Year3) | |
| Date: | |