



INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS (K-3) POLICY

REVIEW HISTORY

Originally Written:	Reviewed by:	Revised:	Next Review:
2016	College Staff		2017

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.

DEFINITION

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.

Digital Citizenship is an acceptance and upholding of the norms of appropriate and responsible behaviour with regard to the use of digital technologies. This involves using digital technologies effectively and not misusing them to disadvantage others. *Digital citizenship* includes appropriate online etiquette, literacy in how digital technologies work and how to use them, an understanding of ethics and related law, knowing how to stay safe online, and advice on related *health* and safety issues such as predators and the permanence of *data*.



SYSTEMS AND STRUCTURES

At St John Bosco College all our classrooms are fitted with digital screens and Apple TV. Students have access to a class set of iPads in the Early Learning Centre i.e. Kindergarten and Pre-Primary share 10 iPad mini's and 10 iPad Airs.

In Year 1 to Year 3, students are required to bring their own iPad or iPad Air to class.

iPad minimum requirements:

- iOS7
- 32GB

Powerful apps included at no additional cost (iMovie, Pages, Keynote, Garage Band)

Individual student Apple ID (separate from any other devices)

PRINCIPLES

1. St John Bosco College guidelines explain how students use Information and Communication Technology (ICT) when they are at the College, so that they can be used in the best way. Students must follow these guidelines and listen to their teacher/s so that ICT can be used to explore, create and communicate with others and learn about the world in which they live.
2. At St John Bosco College ICT is utilised for educational purposes only and is a tool to support learning. Access to ICT can be removed if College Guidelines are broken.
3. The College 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 College, student and family owned devices being used at the College.
4. St John Bosco College will actively engage with parents to inform them of ICT procedures and policies, including providing information on Cyberbullying and safe use of the internet.

ST JOHN BOSCO COLLEGE GUIDELINES

Students understand that at St John Bosco College, ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

1. Students shall take care of all Information and Communication Technology (ICT) equipment.
2. When students are at the College they shall only use the applications recommended by the College. Students will not access other applications or bring any applications from home to install on College devices. Students will not access applications installed on student or parent owned devices, other than those recommended by the College.
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 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 use 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.
7. It is the responsibility of the classroom teacher to explicitly teach their students the elements of a 'Digital Citizenship' appropriate to each year. Students from Years 1 - 3 will earn a 'Digital Citizenship' that will teach them how to use digital devices in an appropriate manner.

ACCEPTABLE AND UNACCEPTABLE USE OF ICT AT ST JOHN BOSCO COLLEGE

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.

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.