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, and tablets, software, systems and technology including the internet, email and social networking (e.g. facebook) and telecommunications devices (e.g. mobile phones) in facilities that may be used or accessed from a school campus or connected to a school’s communication network. Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others. Harassment, Discrimination and Bullying means unlawful behavior as defined in the Catholic Education Commission Policy Statement 2-C4 ‘Harassment, Discrimination and Bullying’.

Principles

- St. Anthony’s School has made rules about how students use email and the internet so that they can use it in the best way. Students must follow these rules and listen to their teacher so that ICT can be used to communicate with others and learn about things.
- St. Anthony’s 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.
- St. Anthony’s School can check all the school’s ICT to make sure students are following the school rules.
Procedures

- Students shall obey all of the school rules about email and the internet and take due care of the school computer equipment, including not sharing passwords.
- Students shall only use licensed software on the school's computers. Students will not bring any software from home to install on the school computers.
- Students shall only use emails in appropriate ways and for appropriate topics, with their teacher's permission.
- Students shall only access sites on the internet that are approved by the school. If students access any inappropriate content on the internet that makes them feel bad or uncomfortable they must click on HOME, minimise the screen or shut the laptop and notify their teacher as soon as possible.
- Students will not use email or the internet to access inappropriate, bully or frighten anyone.
- Students shall never tell anyone via email or the internet their full 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 will only access social networking sites at school as directed by their teacher.
- Students will not plagiarise information from websites. Class teachers will ensure that students have an understanding of relevant copyright issues before directing students to research online.
- Acceptable use for students to be updated - to be signed by all students and parents - Students will be unable to access any online material until this form is signed and returned to the class teacher.