POLICY NAME	Information and Communication Technology Use by Students
POLICY NUMBER	2-B8
POLICY AREA	
ORIGINALLY RELEASED	2006
REVIEW DATES	2008, 2012, 2014, 2016
LAST REVIEWED	July 2016

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, tablets, software, systems and technology including the internet, email, social networking 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 published guidelines about student use electronic communication and the internet so that it can be used in an effective and ethical manner. Students must follow these rules and teacher direction so that ICT can be used to their greatest benefit.
- Students will only be allowed to make use of ICT resources in the school if they and a parent or guardian have signed the St Anthony's School Student ICT Use Agreement.
- St Anthony's School staff reserve the right to access any content that is stored on the school or student owned ICT devices if they reasonably suspect said device to contain inappropriate content.
- Students will not access social media apps without direct permission and supervision by staff.
- When on school grounds, students will only access the internet through the school's network. Devices with 3G, 4G or other network capabilities must have sim cards removed when on school grounds.

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 computers. Students will not bring any software from home to install on the school computers.
- Students shall only use emails and other electronic communication in appropriate ways and for appropriate topics, with their teacher's permission.
- Students shall only access sites on the internet that are appropriate for school. If students access any inappropriate content on the internet that makes them feel bad or uncomfortable they must notify their teacher as soon as possible.
- Students will not use email or the internet to access annoy, 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.

Social media and out of school ICT usage

Social media apps are not recommended for children under 13 years of age. St Anthony's will never direct students to use social media accounts unless students are under direct supervision, accounts are set to private and parent permission has been sought. Outside of school hours, student use of the internet, apps and social media is the responsibility of parents or caregivers. St Anthony's staff take no responsibility for the actions of students outside of school hours.

As with all forms of internet access, the use of social media carries inherent risks. Parents need to be diligent in regularly reviewing what apps their children are using. Generally, social media apps are not recommended for children under 13 years of age and if you do choose for your child to have access to social media apps, accounts should always be set to private. Websites like www.commonsensemedia.org can help parents make informed decisions about what apps, movies and books are appropriate for their child. Setting up 'Family Sharing' with their itunes account is recommended rather than just letting children have the main itunes password. This allows parents to review and approve apps before their child can install them. How to set up 'Family Sharing'.

Should incidents of bullying or inappropriate contact occur outside of school hours, staff will take appropriate steps to support students who are affected. When a student is found to have behaved inappropriately on social media outside of school hours, the parents of all students affected will be contacted.

Should you become aware of inappropriate use by a student, please screenshot or photograph any evidence that is available and contact the class teacher and/or leadership team as soon as possible.