INFORMATION AND COMMUNICATION TECHNOLOGIES USE POLICY
ST MARY’S PRIMARY SCHOOL

Policy Number: INFORMATION AND COMMUNICATION TECHNOLOGIES USE POLICY

Status: Ratified

Date Issued: March 2014

Evaluation and Review: March 2016

Policy Contact Officer: Yvonne Rincheval ___________________

Related Documentation:
Anti-bullying Policy
Building a Culture of Learning through Positive Management
Digital Technologies (and Social Media) Policy - CSO
Pastoral Care Policy
Purchasing Policy
Student Work Experience Agreement
ICT – Acceptable Use
IT Device use and Care Staff Contract
RATIONALE
The Information and Communication Technologies Use Policy supports the use of technologies catering to the needs and interests of students and staff. The use of electronic communication devices should be reflective of our Christian beliefs and values and therefore students and staff are expected to conduct their activities in an appropriate manner.

SCOPE
The purpose of this Policy is to ensure that staff are kept up-to-date with changes in Information Technology and are given the opportunity to improve their skills.

PRINCIPLES
- Students are introduced to Information Technology in a safe environment.
- Information and Technology is to be purposeful and appropriate to the students’ learning.
- To ensure that the Technology available in St Mary’s Primary school is monitored and updated on a regular basis.
- To ensure that Technology is maintained and cared for in line with the school’s Purchasing Policy.

DEFINITIONS
This policy applies to all users of technology at St Mary’s Primary School. Technology can include but not be limited to devices, internet and software. Users can be staff, families and students.

IMPLEMENTATION
- Staff will adopt the Catholic Schools Office Diocese of Lismore Digital Technologies (and Social Media) Policy (2012). The effective implementation of this policy and its associated guidelines will ensure that: there will be clarity about the way the system may or may not be used; Legislative requirements will be met; the system will be used in such a way that the individuals are enhanced; and to ensure a uniformed and smooth flow of day-to-day communication between students, staff and families within the school and beyond.
- To continue participating in staff development opportunities that develops understanding of Information Technology and its implementations across the curriculum. Staff will also be involved in developing, modifying and implementing the Technology Scope and Sequence K-6 which will skill students in the appropriate use of electronic communications devices.
- To obtain written permission for student use of internet and electronic mail. Permission notes are included in Enrolment Package.
- To continue to clarify with visiting staff and outside students the policy and the appropriate use of social media, using visual prompts.
- Staff are not to give their passwords to children or their parents.
- Students are not to walk around with equipment or move it to another room.
- Staff sign when receiving equipment at the beginning of the year. It is logged back in at the end of the year.
Welcome to St. Mary’s. We hope that you enjoy your time here at our school. Before commencing your work experience program we ask that you read and agree to the following rules and regulations.

This agreement is in place to assist you to understand what is expected when working in schools and to protect you from the possibility of an allegation.

Child Protection
There are some major rules that both you and all members of staff must follow.

- You are not to touch a child above the shoulders (i.e. on the head).
- You are not to touch a child on the chest or other areas considered private.
- If you must touch a child i.e. in a sport game, keep it to a minimum.
- Throughout your experience, especially on your last day, you may find that children will want to hug you. You are not to initiate a hug nor are you to wrap your arms around a child if you are to receive a hug.
- You are not to perform first aide. If a child is hurt or injured, seek assistance from staff members immediately.

Communication with Students

- Inappropriate jokes, swearing or put down of any student are not welcome in our school.
- Under no circumstances are you to give out your personal information. This includes personal or school e-mail addresses, MSN or Chat room ID, Facebook details, mobile or home telephone numbers.
- Should you have siblings at our school, you are to respect that this is their environment.
- As a work experience student you are reminded that you are not in a position of authority. Please seek assistance from staff members immediately.
- We ask you to exercise appropriate playground behaviour and not to encourage any misbehaviour among our students.

School and staff members
The staff room, offices and classrooms are a workplace for our staff members. Please respect all staff members and follow their directions.

We request that you maintain confidentiality and not disclose any information about a student that you observe.

Should you have any questions please see your supervising teacher or Mrs. Jan Jeske (Assistant Principal).

St Mary’s Work Experience Agreement

I have read the above agreement and agree to abide by it.

Name: (please print) ____________________________________________

Signature: ____________________________________________________________________ Date: _____________
The following agreement covers the student's use of internet, intranet, portal, network and e-mail. 

**St. Mary's Primary School, Grafton** provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research, the preparation of assignments and communication. The resources provided include computers and peripherals, access to network resources, e-mail and the internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. To have access to the school’s ICT resources, students must agree to abide by the school’s Acceptable Use Agreement.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment

2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.

3. Copyright of materials from electronic resources is to be observed at all times.

4. Students must follow the rules posted for the use and care of the computer equipment at all times

5. Students using the ICT facilities may only do so under the supervision of school staff. Any student not following staff instructions may have further access restricted or denied.

6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.

7. The sharing of passwords is a security risk and students must not give their password to other students or log in with another user’s name under any circumstances.

8. All users must log off when leaving the computer.

9. There should be no disruption to class activities by unauthorised broadcast messages across the school network.

10. Virus protection is very important if students use CDs or flash drives etc. to transfer work between the school network computers and computers outside the network. Disks should be scanned for viruses prior to use on the school network. Virus checking software will be made available on school computers for this purpose. Emails that are “Spam” or contain attachments that may be destructive are not to be opened and assistance should be obtained.

11. Printing of materials of a personal nature or unassociated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge.

12. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only.

13. Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for school activities as directed by teachers may be downloaded. This includes downloading of MP3, MPEG’s and other large files. If students should unknowingly navigate to a web site that contains material that may be considered offensive they must clear the screen immediately and notify the teacher.

14. Students must not use inappropriate language or harass others when communicating online.

15. Privacy and ownership of other’s work and materials from web sites must be respected at all times.

16. The use of direct communications such as on-line chat facilities must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities.
17. This agreement acknowledges that there are times where a student may be required to provide personal details. Such details are not to be provided by the student unless permission is given by a teacher.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student(s) involved and result in discipline by the school.

Engaging in social media that disparages or brings the school, employees or Trustees of the Catholic Church into disrepute may result in enrolment being suspended or terminated.

By signing this agreement and using the equipment and resources of St Mary’s Primary School, the student agrees to abide by these conditions for the duration of their enrolment.

**Parent**

1. I understand the conditions under which ICT facilities are made available and agree to those conditions.
2. I understand that my child may be accessing the internet for educational purposes or in accordance with the Agreement.
3. I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.
   The school reserves the right to vary the terms of this Agreement to accommodate unforseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent/Guardian) Name: _________________________

Address: ________________________________________________

_____________________________________________________

Signature: _____________________________________

**Student**

I agree to abide by the conditions outlined in the school’s Acceptable Use Agreement. I have had this document explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities in the school.

Please print (student)

Name: ________________________________

Class: ________________________________

Signature: _____________________________

Agreement signed this _____ day of _________________, 20__