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.

DEFINITIONS

Information and Communication Technology (ICT) means all hardware, software, systems and technology including the internet, email, telecommunication devices *(e.g. mobile phones)*.

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

Harassment: Any unwanted, unwelcome, or uninvited behaviour that makes a person feel humiliated, intimidated, or offended. This can include verbal abuse, physical threats, or inappropriate comments or gestures.

Discrimination: Treating someone unfavourably or unfairly based on characteristics such as race, gender, age, disability, religion, or sexual orientation. This can include exclusion, unequal treatment, or biased decision-making.

Bullying: Repeated and intentional behaviour that causes physical, emotional, or psychological harm to another person. This can include physical aggression, verbal taunts, social exclusion, or cyberbullying through digital platforms.

Social media refers to a group of internet-based applications that allow users to share information and create communities.

Learning Management Systems (LMS) refers to a virtual hub that allows users to share information and collaborate in a closed community.

PRINCIPLES

- At St Joseph's ICT is utilised for educational purposes only.
- At St Joseph's ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth

laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).

- The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails.
- Students shall be made aware that access to ICT, particularly the internet and email can expose them to inappropriate material or potential harm.
- Family-owned devices should not be brought to school, unless permission has been given by a staff member. If a family-owned device is brought to school, it should be handed to the teacher at the beginning of the school day and collected at the end of the school day.
- All students will sign and comply with the ICT Student Contract, as outlined to students by the classroom teacher at the beginning of each school year.

PROCEDURES

- Students shall obey all of the school rules regarding ICT and take good care of all equipment.
- Students shall only use the applications recommended by their teacher during school time. Students will not access other applications during school time or bring any applications from home to install on school devices.
- Students shall only go to Internet sites or applications that a teacher has said they can use. If students find anything on the internet that makes them feel bad, confused or uncomfortable they must click on the back button of their browser and then tell their teacher.
- Students shall only send messages and emails with their teacher's permission. Everything a student writes through an LMS or email must be their best work that they would be proud to show their parents. A student will not use a LMS, messaging, email or the internet to annoy, bully, tease, taunt or frighten anyone.
- 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 copy it.
- Students shall never tell anyone via email or the internet their name, address, telephone number or any other private information. Students shall not send personal photographs or videos to anyone without checking with their teacher and having a permission note from their parents.
- The acceptable and unacceptable use by students of the ICT are listed below.
  - 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 communicating online
  - researching information for a topic or assignment given by the teacher
  - correctly acknowledging the work of others according to copyright laws

- respecting the privacy and work 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 any communication 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, during school time
  - taking photos of other students without permission of the teacher and student.

Date of Last Review	Date of Next Review	Authorised By
2022, 2025	2028	Ashlee De Campo