RATIONAL
Information and Communication Technology (ICT) is utilised in St Augustine Primary School 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) 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, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 ‘Harassment Unlawful Discrimination and Bullying’.

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

PRINCIPLES
1. St Augustine Primary School has made rules and guidelines about how students use ICT so that they use it in the best way. Students must follow these rules and guidelines and listen to their teacher so that ICT can be used to explore, create, communicate with others and learn about the world in which they live.
2. St Augustine Primary 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.
3. St Augustine Primary School can check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.
4. Students shall be made aware that access to ICT, particularly the internet, email and social media can expose them to inappropriate material or harm.

PROCEDURES
1. Students understand that St Augustine Primary School ICT is used to support learning. Inappropriate or unlawful use of ICT will result in loss of access to digital devices.
St Augustine Primary School

2. 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 will not access applications installed on student or parent owned devices, other than those recommended by the teacher, during school time.

3. Students shall only go to sites on the internet that a teacher has said they can use. If students find anything on the internet that makes them feel bad or uncomfortable they must immediately inform their teacher or another adult.

4. Student 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 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 work, they must check with their teacher before they copy it to make sure they have the owner’s permission to copy 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 students’ private information with others.

CONSEQUENCES

1. The use of ICT at St Augustine Primary School is a privilege. This policy has been provided to ensure that all users are aware of the responsibilities and behaviours associated with ethical and lawful use of technology.

2. If a student breaches any of ICT Acceptable Use Guidelines or ICT Rules, appropriate disciplinary action will be applied which may include privileges being terminated, access to the school’s technology resources being denied, suspension and, if applicable, mandatory reporting to law enforcement agencies may be involved.

3. Disciplinary action will be decided upon a case-by-case basis at the discretion of the principal or their delegate. All disciplinary action will be inline with the school’s Managing Student Behaviour Policy and Bullying Policy.

4. Any disciplinary action taken will not put the student at any form of academic disadvantage.

Reviewed:
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