Catholic Education
Diocese of Rockhampton

Meaning for Life

Information and Communications Technologies Code of Practice

Student: Primary Years 3 – 6

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Contents

1.   Introduction

The purpose of Information and Communications Technologies (ICT) at **St Joseph's Catholic Primary School** is to:

- enhance student learning opportunities;
- promote student achievement;
- support student – school communication;

The use of ICT within schools should be safe, responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Code of Practice.

This ICT Code of Practice applies to the use of all school related ICT for educational purposes, whether provided by the school or the student.

Both students and parents/guardians must read and sign this ICT Code of Practice. It should then be returned to your class teacher.

At St Joseph's Catholic Primary School, students in years 4 to year 6 are issued with a 1-1 device (Chromebook). A guideline booklet outlines procedures and practices for the safe, responsible use of this personalised, portable computer, that enhances student learning opportunities.

2.   Definitions

The following words are commonly used within this Code of Practice and are defined as follows to assist you in reading this document:

"**Catholic Education**" means The Roman Catholic Trust Corporation for the Diocese of Rockhampton trading as Catholic Education Rockhampton. Catholic Education includes the Catholic Education Diocese of Rockhampton (CEO), Catholic systemic schools, services and work sites of Catholic Education.

"**Student**" means persons enrolled within a Catholic Education school within the Diocese of Rockhampton.

"**Information and Communications Technologies**" means any electronic device or service which allow users to record, send or receive information, in audio, text, image or video form. These devices or services may include, but are not restricted to, standalone and networked:

- computer systems and related applications such as email and internet;
- social media;
- mobile devices;
- communication equipment;
- output devices such as printers;
- imaging tools such as video or still cameras;
- audio tools such as audio recording devices;
- software applications and externally provided electronic services.

"**Social media**" means websites and applications and any other service or device which enable a user to create and share content or to participate in social networking. This includes, but is not limited to, Facebook, LinkedIn, Instagram, Snapchat, Pinterest, Twitter, blogs, forums, discussion boards, chat rooms, wikis and YouTube.

3. Acceptable Uses

3.1 Students should:

- Respect resources.
- Use ICT equipment and resources for educational purposes under teacher supervision.
- Follow teacher directions for accessing files, programs, email and internet resources.
- Ask permission from the teacher before following online prompts.
- Respect self and others by:
  - Respecting the rights, beliefs and viewpoints of others.
  - Following the same standards of behaviour online as one is expected to follow in real life.
  - Observing copyright rules by respecting the information, ideas and artistic works of others by acknowledging the author or publisher of information from the internet and not claiming the work or pictures as their own.
- Keep safe online by:
  - Keeping passwords and personal work secure. If it is suspected that a password has been compromised, steps must be taken to change the password immediately.
  - Using the internet and email for educational purposes.
  - Using school email accounts, not personal accounts, when communicating online at school.
  - Using social media appropriately, including abiding by the application's terms and conditions.
  - Being cyber safe and embracing the principles of good digital citizenship.

4. Unacceptable Uses

4.1 Respect others.

Online communications sent using the school's ICT will be recorded and monitored.

You should NOT:

- Post or send inappropriate, hurtful or inaccurate comments about another person.
- Use disrespectful or inappropriate language.
- Harass or bully another person. If someone tells you to stop sending them messages, you must stop.
- Take or send emails, photos, sound or video recordings of people without their permission
- Use the ideas or writings of others and present them as if they were your own.

- Use the passwords or access the files of other users.

4.2 Keeping yourself cyber safe

You should NOT:

- Send photos or post detailed personal information about yourself or other people. (Personal contact information includes your full name, date of birth / age, home address, telephone or mobile number, school address, email addresses, etc.).
- Use internet social networks, online chats, discussion groups or mailing lists that are not relevant to your education.
- Provide your password to others.
- Download files or share files with other internet users without teacher permission.

4.3 Illegal Activities

Students need to be aware that they are subject to laws which prohibit posting, receiving or forwarding of illegal material, including those governing bullying, trafficking and computer offences.

5. Notification

You should:

- Tell your teacher or parent/guardian immediately about any messages you receive that are rude or that upset or worry you.
- Report inappropriate communications using the application's reporting mechanisms.
- Tell a teacher or parent/guardian immediately if you accidentally access something inappropriate.
- Tell a teacher or parent/guardian if someone else is doing something which offends you or is not permitted.

This will make sure that you are not blamed for deliberately breaking the School's ICT Code of Practice.

6. Consequences of Improper Use

Minor breaches of the ICT Code of Practice will be addressed by the relevant St Joseph's Catholic Primary School staff member in line with St Joseph's behaviour management procedures. If deemed appropriate, the student's account may be suspended.

Ongoing or serious breaches of the ICT Code of Practice may result in further consequences, including suspension and / or exclusion from the school.

Please note, all schools and colleges in the Diocese of Rockhampton are legally required to pass on information to police relating to the possession, distribution or production of child exploitation material.

In summary, consequences for any student breaking these rules may include:

- loss of access privileges for a period of time
- informing parents/guardians
- suspension or termination of enrolment
- legal action

7. Use of Devices

Use of devices is an emerging and changing environment requiring ongoing review and monitoring. No personal device capable of mobile communication is permitted.

MOBILE PHONES

The bringing of mobile phones to school is discouraged at St Joseph's Catholic Primary School. In the event that a mobile phone is deemed necessary by parents, the device must:

- be signed in and handed in to the office on arrival at school each day.
- be signed out and collected at the end of the school day.
- notifications / alerts to be turned off.

WEARABLE TECHNOLOGY

The bringing/wearing of wearable technology is discouraged at St Joseph's Catholic Primary School. No 'smart' electronic devices/watches are to be worn.

8. Cloud Services for Education – Advice for Parents

8.1 All students have access to an educational, collaborative Virtual Learning Environment (VLE), Google G-Suite for Education. This environment provides access to email and a range of collaborative and productivity tools.

8.2 In using the Virtual Learning Environment provided through CEnet and the Rockhampton Catholic Education Diocese, students (with parent permission) consent to the transfer, processing and storage of their data within cloud services.

8.3 The CEnet Agreement with Google and the actions taken by the Diocese to establish ICT Codes of Practice will ensure the protection of personal information in accordance with national privacy, data usage, and data security guidelines.

- All advertising is disabled for education users to ensure that there is no tracking of school emails or web browsing.
- All mail is automatically scanned to perform spam filtering, virus detection and to block inappropriate content.
- Authorised staff within Catholic Education will have the ability to access, monitor, and audit emails and associated data as well as internet sites visited for the purposes of managing the system and ensuring its proper use.

ICT Code of Practice for Students

At **St Joseph's Catholic Primary School** we have technologies to help us learn.

These may include:

Computer	**Laptop**	**Chromebook**
Google	**Email**	**eMicroscope**
Camera	**Social Media**	**Keyboard and Mouse**
Student ePortfolio	**iPad**	**Printer**

Information and Communications Technologies

Code of Practice

Letter of Agreement

Student

I have read and understand the rules and responsibilities of the school's ICT Code of Practice. I also understand that the Principal and my parents/guardians will be notified immediately if I do not keep these rules and act responsibly. I may also be unable to use the internet and school ICT for a considerable period of time.

Name: _____   Date: _____

Signature: _____

Parent or Guardian

As the parent or guardian of this student, I have read the ICT Code of Practice. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial material.

I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school. I am also aware that ICT Cloud service providers used by the Diocese may transfer, store and process data outside Australia.

Name: _____   Date: _____

Signature: _____

NOTE: Failure to sign and return this agreement to your school will result in loss of access to ICT.

ICT Code of Practice - Student (Primary Years 3 - 6)