



Sacred Heart Catholic School

Information Communication Technology (ICT) Policy

Rationale

For the purposes of this policy, Information Communication Technology (ICT) is defined as any technology, which allows for knowledge creation. Therefore, the term includes technologies used by staff and/or students at Sacred Heart Catholic School that enhances the opportunities for learning and includes computers (and any accompanying and accessible software) and their peripherals, such as digital cameras, scanners, data projectors and photocopiers.

The term, 'inappropriate' in this policy is defined as being *unrelated to specific teaching and learning outcomes as established by Sacred Heart Catholic School staff.*

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. We want all our students to recognise and realise the full potential of Information Communication Technology and become productive members of a future society in which computers will become an increasingly important component. The School will provide training for students in computing and Internet use, and will also make users aware of the school ICT Policy. Behaviour that interferes with these primary objectives will be unacceptable and may result in computer use being restricted.

Aim

Access to ICT is available to assist students with their education. Staff are to implement teaching and learning programs that recognise the importance of teaching key skills associated with ICT. Filtering software is in place on all computers, however, it is the responsibility of individual students to ensure that material they view is appropriate. Violent games and inappropriate use of ICT, including personal inappropriate emailing, downloading and uploading inappropriate files or accessing other students files or work will not be accepted.

Students using ICT outside these guidelines will be barred from ICT use for a negotiated period, in the first instance, and for longer periods if they continue to use ICT inappropriately. At Sacred Heart Catholic School there is a strong focus for the teaching and learning of ICT. As such, the following guidelines should be recognised as important aims:

1. Priority will be given to students using ICT for educational purposes ie research, publication and completion of computer projects, assignments and tasks related to formative assessment.
2. Appropriate use of language must be used in all activities including email.
3. Consideration must be given to other users of ICT, ensuring all users receive equal computer time.
4. Sound levels need to be moderated to avoid inconvenience to other users.
5. Computers are expensive and sensitive and must be treated carefully.
6. Both student and parent or carer must sign the Technology and Internet Acceptable Use Agreement before a student can use Sacred Heart Catholic School ICT.

Implementation – Students are NOT to:

1. Attempt to repair hardware without permission.
2. Reset computers or change computer preferences.
3. Unplug cables or equipment.
4. Knowingly infringe copyright.
5. Carelessly or deliberately waste resources (all printing must be first approved by the supervising teacher).
6. Fill-in questionnaires or other interactive forms on the Internet without permission.
7. Download programs or games without teacher permission.
8. Access, post, submit, publish or display harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
9. Vandalise. Such actions will result in the cancellation of user privileges (*Vandalism includes the intentional uploading, downloading or creating of computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.*)
10. Read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.

Implementation- Students SHOULD always:

1. Report other people breaking these rules.
2. Follow the teacher's instructions when using ICT.
3. Always close the programs before leaving their computer.

4. Always delete or save photos from the school digital camera/s prior to storing the camera safely.
5. [Always delete photos you have taken with the ipad camera prior to storing the ipad in the ipad trolley.] *

Relevant Documents

Technology and Internet Acceptable Use Agreement

Internet Acceptable Use Kit

Evaluation

The School Leadership Team (including ICT co-ordinator and Technology Aide) is responsible for the coordination of resources, including a specified budget, and the implementation of the ICT Policy, with reviews of policy and procedures conducted regularly throughout the school year. The role of technical support personnel is intrinsic to the effectiveness of policy implementation and should be reviewed similarly.

Approved by: Sacred Heart Catholic School Board

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Supersedes Policy Date: NA

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This work was originally developed by and used with the permission of St Joseph's Catholic School Queenstown, Tasmania.

* Administrative addition to be confirmed at Board Meeting 29th February 2012.