

# ST ANTHONY'S SCHOOL GREENMOUNT

## ICT & RESPONSIBLE USE BY STUDENT POLICY & AGREEMENT



First implemented 2015  
Reviewed 2017

### **Rationale**

Information and Communication Technology (ICT), and in particular the Internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material. As students in a Catholic school we must remember our responsibility to use email and the Internet in a positive way to help spread the "Good News" of Jesus. We do this through our words and actions. Our communications must always be truthful and respectful of other people.

### **Definition**

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

### **Principles**

1. The St Anthony's School Greenmount ICT is provided for educational purposes only.
2. The use of ICT in the school can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws.
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
4. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.

### **Procedures**

1. The acceptable and unacceptable use by students of the ICT are listed below:
  - 1.1 Acceptable use includes:
    - Following teachers' instructions
    - Accessing only the information the teacher has agreed to
    - Being polite and courteous when emailing
    - Seeking the teacher's permission before sending an email
    - Researching information for a topic or assignment given by the teacher
    - Correctly acknowledging the work of others according to Copyright laws
    - Respecting the privacy 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 includes:

- 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
- Downloading anything without the teacher's permission
- Sending a personal photograph without the written permission of a parent
- Sending anything without the teacher's permission
- Sending or receiving a message which has a false name or has used another's name without permission
- Sending an email to bully, frighten, annoy or upset a person.

**ST ANTHONY'S SCHOOL  
GREENMOUNT  
ICT & RESPONSIBLE USE BY PARENT  
POLICY & AGREEMENT**



First implemented 2015  
To be Reviewed 2017

## **PARENT AGREEMENT**

My child will have the opportunity to use the school's technology facilities this year. This access may include: the use of school printers, CD/DVD burners, scanners, televisions, digital camera, video camera, data projector, CD and tape players, school computers, mobile devices, locally and when connected to computers around the world. These technologies would be used for educational purposes as part of planned classroom or school activities.

It is the policy of this school to provide users with access to relevant, current information and technologies.

I understand that the school web page is to be a major source of publishing the student's work and activities and as such photos will appear on this site. Names will NEVER be published near photos, and if written work is published, only first names will be used.

If, for some reason, I would prefer that my child's photo is not to be published on the school web page, I will inform the School Principal in writing.

I have read the St Anthony's Catholic School Responsible Use Policy with my child and have helped them sign the Student Agreement. It is important that my child accepts the responsibility of using the technologies in an appropriate manner. It is likewise important that you are aware of my child's access and responsibilities as a user of these technologies. As such you are requested to sign and date the form below.

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I have read the Responsible Use Policy for the use of technology facilities at St Anthony's School, Greenmount.

Child's name and class: .....

Parent / Guardian Signature ..... Date .....

**ST ANTHONY'S SCHOOL  
GREENMOUNT  
ICT & RESPONSIBLE USE BY STUDENT POLICY & AGREEMENT**



**STUDENT AGREEMENT**

First Implemented 2015

I ..... Agree to be a responsible user of the school technologies by following the rules below.

1. I will only use school technologies with the permission of a teacher.
  2. When using the Internet, I will respect personal information by not passing on names, phone numbers, addresses or passwords.
  3. I will act in a sensible manner.
  4. I will share my new found ideas to help other people under supervision of the teacher.
  5. I will request assistance immediately if I have any trouble getting out of a difficult situation.
  6. I will only access material suitable to my schoolwork.
  7. I will only open email and attachments with teacher permission.
  8. I will not send emails that are discriminatory, harass people or could offend or insult Individuals or organizations.
  9. I will take due care of computers, iPads, printers, scanners, televisions, digital cameras, data projectors, video cameras, CD and tape players and other technological tools.
  10. I will correctly reference the source of any material used from the Internet and not copy the work of others and claim it as my own.
  11. I will not download videos, music or games onto the school network.
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**Student Agreement to Comply**

I understand that use of school technologies is a privilege, not a right. After reading the above, I understand and will abide by the St Anthony's Catholic School's Responsible Use Policy.

Student Signature: .....

Date: .....

As parent/guardian of the above signed I agree to the terms and conditions of this agreement.

Parent Signature: .....

Date: .....