Information and Communication Technology (ICT) Acceptable Use Policy

The use of Information and Communication Technology (ICT) – particularly the internet at St. Gabriel's primary school is a privilege, not a right. Access to Information Technology involves Responsibility. The school believes in the positive educational value of such electronic services and recognises their potential to support student learning, staff planning and teaching and staff professional development within the global learning community. Access is provided to promote educational excellence through facilitating resource sharing, innovation and communication.

With the rapid development of technology and the increased use of both mobile and online technologies in the community and in classes; we at St. Gabriel’s will show all due care in the introduction and implementation of new and emerging technologies. This includes the regular review and development of explicit policies in relation to the cyber safe and ethical behaviours we expect online.

It is vitally important for correct procedures to be adhered to so that the entire school computer operating system will remain linked to the CEO network allowing communication. We cannot afford to have the system corrupted by virus contamination or student misuse. Any student infringement of the rules will result in the child being banned from the school computers for a designated period of time. We will not be lenient with this; we cannot afford to be. Students will be educated about security and responsibilities during classes but your assistance is also vital.

Students must use the Internet only if they are engaged in educational activities that fit within the objectives and goals of St. Gabriel’s. St Gabriel’s use a search facility whereby students and staff access filtered sites through the Victorian Education Channel screened by a contracted organisation of the Catholic Education Office. However, the Internet must be considered as a public place in cyberspace. Accordingly students are expected to exhibit the high standards of behaviour on the Internet, which are expected at all other times, and in all other places. St. Gabriel’s will endeavour to protect students from accessing any sites that the school considers educationally unsuitable or inappropriate. Students will be monitored by a teacher at all times whilst online and internet use will be through the protected cache of Educational channel.

As it is our responsibility to ensure appropriate usage of the school electronic communication system, students must realize that we have a right to access, view and monitor a student’s incoming and outgoing messages and therefore their internet usage is not private. The reasons for implementing a monitoring process are to provide a safeguard against the misuse and to protect the rights and safety of students.

The use of personal wireless electronic devices, including mobile phones, ipads, gaming devices etc. is generally discouraged at school. If brought to school all devices must be handed into the office before class begins and will be returned at the end of the school day. Devices, if brought to school, are brought entirely at their owner’s risk. The school cannot accept responsibility for theft, loss, damage or health effects (potential or actual) resulting from any device use. Devices should not be used in any manner or place that is offensive, intrusive or disruptive to the normal routines of the school or to other people. This includes loud incoming signals, audio and/or visual recordings, harassing, bullying passing on personal information via text or voice. Mobile phones can also pose a security issue and are not to be used during an emergency at the school except with permission of the principal.

Students will read and discuss the User Agreement for Information and Communication Technology (ICT) Use at St. Gabriel’s with their parents. Parents and their child(ren) will then sign the contract and return to the school.
User Agreement for Information and Communication Technology (ICT) Use at St. Gabriel’s

This network requires good management and careful maintenance and practices from teachers, students and parents alike. The school’s Information and Communication Technology (ICT) Acceptable Use Policy can be found overleaf for your information and it is imperative for all students to follow meticulously all procedural requirements of the school policy to ensure continuous and successful management of the network. To this end we require you read and understand this agreement.

All use of technology in our school must be for educational purposes
All use of technology and communication in our school must be done with respect

1. I will only use ICT as part of my education, and I will only access information that is useful to me in my school work with my teacher’s permission. I will not try to locate areas that may be offensive to others.

2. I will obey all classroom rules while using ICT.

3. I will only send email over the internet if I have been given permission to do so by my teacher.

4. I will not give out personal information of my own or other people in any form over the internet.

5. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.

6. I will not respond to any messages that are mean or in any way make me feel uncomfortable. If I receive a message like this I will tell my teacher right away.

7. As a representative of St. Gabriel’s, whilst on line I will be polite and treat others with respect. I will use suitable language at all times.

8. I will support others by being respectful in how I communicate with them and never write or participate in online bullying by being a safe, responsible and ethical user whenever and wherever I use it (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)

9. I understand that my internet use is not private and I will not behave in a way that is unacceptable by my parents and teachers.

10. I will not download any files from the internet or use any disks/usbs from home on the school’s computer network without the teachers permission.

11. I will not read, move, delete or tamper with files or documents belonging to anyone else.

12. I will abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)

13. I understand that I may lose the privilege to use any or all of the school’s computer facilities if I break this contract.

*Contract is valid for the year it is dated

Student

I have read the User Agreement for Technology Use at St. Gabriel’s and I understand this contract. I have discussed these things with my parents and I agree to abide by them.

Name:_____________________

Date:(day/month/year)__________

Grade:_____________________

Parent

I have read the User Agreement for Technology Use at St. Gabriel’s and I understand this contract. I have discussed these issues with my child, and they understand the responsibilities and the implications of using the school’s computer facilities.

Signature:______________________

Date:(day/month/year)__________

COPY TO BE KEPT AT SCHOOL