



School ICT Use at Our Lady of Grace School

Originally released: 2012
Due for Review: 2022
Review delayed until:

RATIONALE

The *Melbourne Declaration on the Educational Goals for Young Australians* (MCEETYA 2008) recognises that in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, at home, at work and in their communities.

To achieve the strategic intent of the Our Lady of Grace Strategic Plan 2020 – 2023 and embed the Five Teacher Practices, teachers and students must have the capacity to use and create with ICT tools and devices.

DEFINITIONS

'*Information and Communication Technology (ICT)*,' means all computer hardware, software, systems, data, digital communications and technology including the internet, email and social media.

Defamation, is a written or verbal statement that tends to lower another person's reputation in the eyes of ordinary members of the community, or leads people to ridicule, avoid or despise the person, or injures the person's reputation in business, trade or profession. There are a number of defences available against a claim of defamation including that the statement is true, or an honest opinion on a matter of public interest

Harassment, Discrimination and Bullying means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation and Bullying.

Social media refers to internet-based applications that allow users to share information and create communities (eg Facebook, Twitter, Ticktok, Instagram).

PRINCIPLES

The general principles underpinning this Policy are to:

- Maintain an ethical, safe and supportive working and learning environment.
 - Support employees in making informed decisions about the use of ICT
 - Protect the privacy of employees, students and families.
 - Maintain appropriate accountability to monitor the use of ICT by staff and children.
 - Staff, students and parents are made aware of and support the ICT usage at Our Lady of Grace School.
 - Ensure that ICT in the school is used in a proper and legal manner by all in the community.
 - Ensure that Intellectual Property, developed under the auspice of Our Lady of Grace School, is afforded the same protective rights as that which applies to physical property of the school
 - Understand that the school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed through ICT by students, including emails. This applies to school and family owned devices being used at school.
-

STUDENT ACCEPTABLE USE POLICY (K – 6)

Students at Our Lady of Grace School understand that ICT is used to support learning. Inappropriate or incorrect use of ICT will result in a loss of access to digital devices.

Acceptable use shall include but is not limited to:

- following the Code of Conduct in regard to ICT
- using technology for educational purposes only
- using apps and websites as instructed by the teacher
- caring for the iPad by holding the device with two hands
- only using the iPad unless instructed to by the teacher
- storing iPads in school bags before and after school
- ensuring the iPad is fully charged and ready for use each day
- respecting the rights of others by only taking photos or videos with permission
- informing the teacher if there is a problem
- correctly acknowledging the work of others according to copyright laws
- ensuring all online communication is respectful
- not disclosing own or others personal information

Unacceptable use shall include but is not limited to:

- 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, documents or files belonging to others
- disclosing passwords, usernames and other confidential information to others
- downloading anything without the teacher's permission
- sending a personal photograph without the written permission of a parent/caregiver
- sending or receiving a message which has a false name or has used another's name without permission
- sending a text message, an email or posting to a social media site with the intent to bully, frighten, annoy, upset or make a person feel unsafe

The consequences for not following our classroom protocols and the Our Lady of Grace School ICT Policy will depend upon the circumstances and whether or not it is a repeat offence. However, in general, the consequences for the misuse of ICT will be:

1. Removal of the iPad for the lesson
2. Removal of the iPad for one day and parents will be notified
3. Removal of the iPad for one week and a meeting with the assistant principal or principal and parent will be conducted

I accept and understand my responsibility in abiding by this policy.

Student/Parent _____

Staff Member _____

DATE: _____