

ICT Use at Our Lady of Grace School (K-6)

Originally released: 2020
Due for Review: 2026
Review delayed until:

RATIONALE

The Alice Springs (Mparntwe) Education Declaration (the Declaration) (Education Council, 2019) recognises students at the centre of quality education and emphasises the importance of meeting all student needs. Students need to be equipped 'to engage productively in a world of rapidly changing technology' (p.15) and be highly skilled in the appropriate ways to share, use, develop and communicate with ICT. 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 and embed the Five Teacher Practices, teachers and students must have the capacity to critically engage with, use and create with ICT tools and devices.

All students will have the opportunity to become competent, discriminating and creative users of a range of technologies. This has the potential to engage students in ways not previously possible, to enhance their achievement, to create new learning possibilities and to extend students' interaction with their local and global communities.

In accordance with the teachings of the Catholic Church, the practice of communication through Information and Communication Technology (ICT), as with all communication, must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

DEFINITIONS

Information and Communication Technologies (ICT) are any electronic devices or recording applications which allow users to record, send, access or receive information in textual, audio, image or video form. These may include but are not restricted to:

- computer systems and related applications such as internet and email
- the Our Lady of Grace network and servers
- all computers, including laptop computers
- all mobile devices including iPads, tablets, iPods, phones, smart watches and mobile storage devices
- discussion forums, chat rooms and instant messaging systems
- video or still cameras
- audio and video recording devices

This policy applies to the use of ICT on the school campus or at any school related event or connected to the school's communication network. It also applies to student iPads.

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, Tik Tok, 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.

PROCEDURES

Students at Our Lady of Grace School are expected to use ICT as an integral part of their learning.

Parents and Students need to know and understand that the:

- Use of the ICT technologies at Our Lady of Grace is a privilege, not a right. Inappropriate use will result in a temporary or permanent cancellation of those privileges.
- LEGAL ISSUE - The inappropriate use of electronic information can be a violation of Local, State, Federal and International laws. Violations can lead to prosecution.
- Students need to understand that the digital footprint that is established the minute a person begins posting items/photographs on social network sites will be there forever. This can have severe repercussions for their future.
- If the privileges are revoked the child must take the iPad to the office, to be collected by the parents at the end of the school day.

Student/Parent iPad Agreement**Ownership of iPad & Payment of Technology Levy**

- The iPad and associated accessories are the property of Our Lady of Grace School.
- The Technology Levy payment needs to be paid before the commencement of each school year.

Loss or Damage

- Parents are responsible for excess costs involved due to loss or damage to the iPad and its accessories.
 - In the event that the iPad is unavailable for school use due to damage or loss, it will be replaced with a spare school iPad.
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K-2 Technology Agreement

We hold our device with two hands.



We keep our iPads safe when they are not being used (cover closed, on a table).



We make sure our hands are clean before using our device.



We keep food and drinks away from our device.



We only visit apps for learning with our teachers permission.



We are responsible digital citizens and use our iPads wisely.



We ask permission before we take photos or videos of others.



We ask an adult if we are unsure of something.

I have read and understand all the information given and agree to follow these guidelines.

STUDENT'S NAME:

STUDENT'S SIGN:

YEAR:

CLASS:

PARENT'S SIGNATURE:

DATE:

TEACHER'S SIGNATURE:

DATE:



OLG Technology Agreement

Our Lady of Grace School



Year 3-6 Student ICT Declaration



Students at Our Lady of Grace School understand that ICT is used to support learning. Our goal is for our students to be creators of knowledge, and not just consumers of content. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

Acceptable use shall include but is not limited to:

- Students shall obey the Code of Conduct in regard to ICT.
- All devices are managed and supervised by the school Mobile Device Management (MDM) system.
- Devices are only to be used under the supervision of a teacher, following teachers' instructions accessing only the information the teacher has agreed to /organised/planned.
- Devices are not to be used outside school hours unless for school purposes (eg. TOM, Robotics) researching information for a topic or assignment given by the teacher.
- Correctly acknowledging the work of others according to copyright laws.
- Respect the privacy of others including other students and staff members; not disclosing own or others information.
- Informing the teacher if you are concerned that you have accidentally accessed inappropriate material or things go wrong with your device.
- Handling all ICT equipment with care, including carrying the iPad safely with the cover closed and not having food or drink near the iPad.



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.
- Accessing applications installed on parent owned devices, other than those recommended by the teacher, during school time.



I have read and understood all the information given and agree to follow these guidelines.

STUDENT NAME:

STUDENT SIGN:

YEAR:

CLASS:

PARENT SIGN:

DATE:

TEACHER SIGN:

DATE:



We are responsible digital citizens!

