

*Educational excellence and Catholic Values*

# Policy Statement

Acceptable Use of Information Technologies

Student Policy

Junior Primary

**Printed:** 2006

**Related Documents:** *Anti Bullying Policy*  
*Privacy Policy*  
*Maintaining Right Relations Policy*

**Contact:** Office of the Executive Director ph. 9840 5613

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Catholic Education Office  
Division of Education

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## 1. Introduction for Parents

The purpose of Information and Communication Technologies (ICTs) at St Monica's is to:

- enhance student learning opportunities
- promote student achievement
- support student –school communication

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy.

This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

Both students and parents/guardians must read and sign this policy. It should then be returned to your class teacher.

## 2. Definitions

Information and Communications Technologies are any electronic device or related 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:

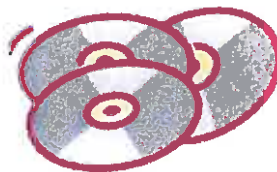
- computer systems and related applications such as email and internet
- discussion forums, chat rooms, blogs, podcasts, instant messaging systems
- video or still cameras and audio recording devices
- mobile devices such as mobile phones, PDAs



### 3. Policy for Students

At my school I have computers and other ICT tools to help me learn.

These may include:



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## 4. Acceptable uses

When I use these tools I should:

Respect resources

Use the computer for my learning



Use the files, programs, internet or email as shown by my teacher



Look after the computers and computer area



Respect others

Share the computers and take my turn



Write the author's name when I take information and pictures from the internet



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Keep yourself safe online

Keep my passwords safe



Tell my teacher if I see something that makes me feel unsafe



## 5. Unacceptable uses

I should NOT:

Use other people's work.



Saying untrue things about other people online

Bring computer software from home.



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Share my full name or send my photo in email without permission.



## 6. Consequences

If I break these rules:

I may not be able to use the computer



My teacher may tell



the Principal



my parents

OR

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## 7. Student Letter of Agreement



I have read and understand the rules for using the Computers and the Internet at school

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(If you are under the age of 18, a parent or guardian must read and sign this agreement.)

Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the internet.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

