

EMAIL AND INTERNET USE POLICY FOR STUDENTS



St Cecilia's Primary School Vision Statement

St Cecilia's Catholic Primary School is a multi-cultural Catholic School where staff, parents and students strive to provide a secure environment concerned with the spiritual, moral, social, emotional and intellectual development of each person. We endeavour to create an atmosphere of openness, mutual respect and loyalty within the school community.

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.

RATIONALE

St Cecilia's Catholic Primary School's Information and Communication Technology (ICT), and in particular the Internet and email, are valuable tools in our 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 of St Cecilia's Catholic Primary 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.

PRINCIPLES

1. The St Cecilia's Catholic Primary School ICT is provided for educational purposes only.
2. St Cecilia's Catholic Primary School has made rules about how students use email and the Internet so that they can use it in the best way. Students must follow these rules and listen to their teacher so that ICT can be used to communicate with others and learn about things.
3. Using St Cecilia's Catholic Primary School ICT is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws (a summary of these laws is an attachment to this Policy and forms part of this Policy).
4. The staff of St Cecilia's school and other authorised personnel have the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on St Cecilia's school's ICT by students, including emails.
5. St Cecilia's students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm and have been told the appropriate course of action to take if this should occur.

PROCEDURES

1. Students understand that the use of St Cecilia's Catholic Primary School's ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way. Depending on the level of inappropriate use of St Cecilia's Catholic Primary School's ICT, the student will be given a consequence including one or more of the following:
 - a. a warning (use of Positive Behaviour Management Plan)
 - b. a loss of ICT privileges for a period of time
 - c. suspension
 - d. expulsion
2. The acceptable and unacceptable use by St Cecilia's students of the school's ICT are listed below.
 - a. Acceptable use includes:**

- i. following teachers' instructions under direct supervision
- ii. accessing only the information the teacher has agreed to
- iii. being polite and courteous when emailing
- iv. seeking the teacher's permission before sending an email
- v. researching information for a topic or assignment given by the teacher
- vi. correctly acknowledging the work of others according to Copyright laws
- vii. respecting the privacy of others including other students and staff members
- viii. informing the teacher if you are concerned that you have accidentally accessed inappropriate material
- ix. handling all ICT equipment with care.

b. Unacceptable use includes:

- i. using ICT without permission or without supervision by a teacher
- ii. visiting any site that has not been approved by the teacher
- iii. using the Internet to access offensive or inappropriate information
- iv. interfering with emails or files belonging to others
- v. downloading anything without the teacher's permission
- vi. sending a personal photograph without the written permission of a parent
- vii. sending anything without the teacher's permission
- viii. sending or receiving a message which has a false name or has used another's name without permission
- ix. sending an email to bully, frighten, annoy or upset a person.
- x. using/registering school email accounts for anything other than St Cecilia's approved educational purposes.

3. It is unlawful to send emails which:

- a. defame someone or an organisation
- b. infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material
- c. contain statements which could constitute sexual discrimination or sexual harassment
- d. display offensive or explicit material
- e. contain offensive or insulting statements based on the race, colour or nationality of a person
- f. undertake activities which breach State and Commonwealth laws.

4. Unacceptable and/or unlawful use of ICT systems constitute a breach of St Cecilia's school rules and may warrant disciplinary action.

5. This policy is available through St Cecilia's Catholic Primary School website and it is the student's responsibility to be aware of its contents.

6. On enrolment, each student will sign a contract outlining the email and internet use policy at St Cecilia's Catholic Primary School.

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