Acceptable Use of Information, Communications and Technology Resources Policy (ICTs)

Adopted: February 2015
Review Date: February 2017

Rationale

Information and Communication Technologies (ICTs) influence the full range of a school’s activities and culture as well as relationships with communities. Therefore literacy in Information and Communication Technology is a basic entitlement for everyone. The provision of ICT resources by St Monica’s School is to improve and enhance learning and teaching, and to support the business functions of the school. Using information technology, accessing and recording information, and communicating electronically can be efficient, timely and cost effective, but it is essential that these resources are managed effectively and used in an appropriate manner. As such, the use of St Monica’s School ICT systems carries with it responsibilities and consequences.

Values

“In all things may God be glorified”

St Monica’s Acceptable Use of ICT Resources Policy gives expression to the following values inherent in the creation of the school community of faith and life: honesty, respect, integrity, equity and inclusivity.

Policy Statement

St Monica’s School will endeavour to provide appropriate and equitable access to, and use of, Information and Communication Technology Resources. While using ICTs students, staff and parents are expected to conduct their activities in a legal, ethical and responsible manner that supports and advances the mission of St Monica’s School in the education of our students.

Understandings

It is understood that in the process of using ICTs:

- The mission and goals of St Monica’s School will be acknowledged and supported.
- Equitable access to technological resources shall be promoted.
- Technological equipment will be treated with care.
- Networked resources will be used appropriately.
- Network users will be aware of privacy, copyright and defamation laws.
Guidelines

School Responsibility:

1. Provide students with access to a range of ICT resources for educational purposes.
2. Provide a safe physical, working and virtual environment for students when using ICT resources.
3. Provide safe, educationally relevant access to ICTs.
4. Educate staff and students in the responsible use of ICTs.
5. Seek permission from parents/care givers to publish students’ work and images in digital school publications.

Student Responsibility:

1. Students must use ICT resources for educational purposes.
2. Students must use polite, respectful and purposeful language in communication resources.
3. Students must use ICTs in a responsible manner, in accordance with school policies including the St Monica’s Anti-Bullying Policy.
4. Students must inform a teacher if they become aware of or witness any inappropriate material when using electronic resources.
5. Students must not reveal any personal information such as their full name, home address or telephone address, or the contact details of others in their electronic communications.
6. Students must inform a teacher if anyone asks for this information while using ICTs.

Staff Responsibility:

1. Staff must ensure compliance with the St Monica’s Acceptable Use of ICT Resources Policy.
2. Staff must use polite, respectful and purposeful language in electronic communications.
3. Staff must use ICT resources in a responsible manner having regard for relevant legislation.
4. Staff must provide adequate supervision of students whenever students are using ICTs at school.
5. Teaching staff must assist students to develop critical skills to recognise that not all information accessed electronically is accurate and to validate information accessed via ICTs.
6. Staff must teach students to acknowledge sources of internet material and the significance of copyright considerations.

Consequences:

Failure to comply with these guidelines may result in consequences as per the St Monica’s School Peace and Positive Behaviour Policy and/or the St Monica’s School Anti-Bullying Policy.

Roland Poulton                                David Totenhofer