St Munchin's Catholic School Student use of Information and Communication Technology (Yrs K - 3) Policy

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RATIONALE

Email and the Internet give people a way of communicating with our friends or other people all over the world. We can send messages through email. We can also find out about many things by searching the Internet for information. Using the Internet in a sensible way can help us to learn many skills and find out interesting things about the world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic School and that Jesus wants us to follow him by always trying to do our best.

When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet and email so that we are safe and happy and so that we can learn new things in an exciting way.

DEFINITION

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunication devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

PRINCIPLES

1. THE St Munchin's Catholic 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.

2. St Munchin's Catholic School has made rules about using ICT so that everyone is safe and happy. Students can use ICT only if they look after it and follow all the rules about the use of ICT.

3. St Munchin's Catholic School can check all the school's ICT to make sure students are following the school rules.

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PROCEDURES

1. Students shall obey all of the school rules about email and the Internet and take good care of the school computer equipment.

2. Students shall only use the school software on the schools computers. Students will not bring any software from home to install on the school computers.

3. Students shall only send emails with their teacher's permission.

4. Students shall go only to sites on the Internet that a teacher has said they can use. If students find anything on the Internet that makes them feel bad or uncomfortable they must click on HOME or turn the monitor off and tell their teacher.

5. Before students send an email they must show it to the teacher. Everything a student writes in an email or through the Internet must be their best work that they would be proud to show to their parents. A student will not use email or the Internet to annoy, bully or frighten anyone.

6. People who put information on the Internet for students to read own that information.   If students use anything from the Internet in their own work they must check with their teacher before they copy it to make sure they have the owner's permission to copy it.

7. Students shall never tell anyone via email or the Internet their name, address, telephone number or any other private information. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents.