



INFANT JESUS SCHOOL
Information and Communication Technology at Infant Jesus

Originally Released: 2006
Reviewed: 2009
Reviewed: 2012
Reviewed: 2014
Reviewed: 2015
Reviewed: 2016
Reviewed: 2017
Reviewed: 2018

RATIONALE

"...in establishing and conducting Catholic schools one must keep modern developments in mind" (Vatican Council II, p734)

The Catholic Education Commission of Western Australia has a responsibility, in co-operation with schools and their communities, to make policies that promote Catholic education in accordance with authentic Catholic principles.

In accordance with the teachings of the Catholic Church, the practice of communication regardless of the medium, must be honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

As a privilege and gift from God, new learning needs to be accompanied by the development of a matching sense of social responsibility. (Mandate, para 72)

The need for primary schools to incorporate computers into the curriculum, stems from the technological demands of our society. They are a powerful educational resource and a unique instrument of learning, allowing for student participation and interaction.

Definitions

- 'Information and Communication Technology (ICT),' means all computer hardware, software, systems, data, digital communications and technology including the internet, email and social media.
- 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).

PURPOSE

The nature of the work of at Infant Jesus School is entirely embedded in the delivery of high quality educational services to students. The use of Information and Communication Technologies (ICT) contributes to the broadening and availability of learning and teaching options and enhances the efficiency and effectiveness of educational administration and policy.

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 ICTs
- Protect the privacy of employees, students and families
- Maintain appropriate accountability to monitor the use of ICT by staff and children
- 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 Infant Jesus School, is afforded the same protective rights as that which applies to physical property of the school.

SCOPE OF THE POLICY

This Policy relates to the use of all Information and Communication Technology and includes (but not restricted to) internet, computers, iPads, mobile phones, associated networks, networking equipment, corporate systems including email and social network systems and any other emerging technologies not listed. It applies to all employees, students and parents.

It is not intended to be exhaustive and cannot anticipate all current and future uses of ICT. If any person is unsure about interpreting the Policy, he/she is responsible for discussing this with the Principal as soon as possible.

Infant Jesus School expects responsible choices with the use of ICT and attempts to ensure all understand the implications of their choices. Responsibility for appropriate use of the technologies lies with the user.

Section 2 - Students

A Catholic school is committed to promoting the Christian development of each student as a person is formed in the image of God. The values of the school develop a respect for self, respect for others, respect for property and with self-discipline. Together with parents, the school seeks to inculcate the pursuit of knowledge and the intellectual development of each student.

ICT is a general capability within the Australian Curriculum which aims to support and enhance student learning across all areas of the curriculum. Students need to develop and apply ICT knowledge, skills and appropriate social and ethical protocols and practices to investigate, create and communicate, as well as developing their ability to manage and operate ICT to meet their learning needs.

The purpose of this Policy is to ensure that each student is aware of his/her responsibility and behaviour when accessing Information and Communication Technologies.

Students are expected to utilize available technology in a responsible manner and to display all the attributes of safe digital citizenship. They are further expected to use the internet and all available devices, including iPad, in a responsible and ethical manner as stated in the Acceptable use of Technology at Infant Jesus School. All Students need to understand that the use of Information and Communication Technologies at Infant Jesus School is a privilege, not a right.

Acceptable use of Information Communication Technology at Infant Jesus School by students includes, but is not restricted to the following. It is expected that all Students understand that they are expected to:

1. Follow teachers' instructions at all times.
2. Access only the information to which the teacher has agreed / organised / planned.
3. Understand that games, music and videos for entertainment purposes cannot be used at school.
4. Download only the applications (apps) the teacher/school requires and has approved. These downloads need to be completed whilst at home. Apps are not allowed to be downloaded on the school premises.
5. All push notifications need to be turned off whilst their personal device/ iPad is at school.
6. Work on the internet for purposes specified by the teacher.
7. Have permission from the teacher prior to printing or copying articles.
8. Correctly acknowledge the work of others according to copyright laws.
9. Follow school guidelines and procedures when preparing materials for publication.
10. Use the Internet appropriately and not to frighten or annoy another person.
11. Refer any messages that are unpleasant or that make other students feel uncomfortable to the teacher without making a personal response to such messages.
12. Use polite and courteous digital language at all times.
13. Respect the privacy of others including other students and staff members.
14. Follow the school email expectations. No emails and other correspondence can be sent from the school, or to the student, unless personally supervised by the teacher.
15. Inform the teacher and/or others when using the camera and audio recording functions.
16. Seek appropriate permission when taking digital images.
17. Obtain/check and gain permission from the teacher before transmitting, broadcasting or transferring any audio or vision taken at school.
18. Understand that it is an invasion of personal rights to take digital images without permission of the individuals
19. Ensure all personal information such as surname, address, telephone number, passwords and parents' work address/telephone number/s are not given out.

20. Abide by the significant filters which have been put in place at the school and not attempt to override such filters.
21. Understand that creating or downloading a computer virus is not acceptable and will result in the immediate suspension of all digital rights.
22. Inform the teacher if accidental accessed inappropriate/unsuitable locations come up on the screen. Students need to immediately click on HOME or turn the monitor off and inform the teacher.
23. Use only the Infant Jesus School Internet Service Provider (ISP) whilst at school.
24. Handle all ICT equipment with the respect and care required to maintain devices at peak condition.

STUDENT RESPONSIBILITY OF PERSONAL DEVICES

Whilst on the school grounds the above mentioned school policy applies to use of personal devices. Furthermore, all students are responsible for their personal iPads or devices as specified by the school and are expected to:

1. Maintain the Catholic Ethos of Infant Jesus School at all times with presentation and use of such devices.
2. Use their personal device/ iPad for the sole purpose of learning whilst at Infant Jesus School.
3. Take full responsibility to ensure that sites accessed abide by the internet guidelines set by the school and all work conducted on personal device/ iPad is appropriate to the learning task as specified by the teacher.
4. Ensure that personal device/iPads are not used to take or distribute digital (audio or video) images without both the expressed permission of the person whose image is being taken and the supervising teacher.
5. Take responsibility, with parents, for all downloaded material present on their personal device/iPad.
6. Adhere at all times to Copyright laws.
7. Download only the applications (apps) the teacher/school requires and has approved.
8. Inform the teacher when using the camera and audio recording functions.
9. Seek appropriate permission when taking digital images.
10. Understand that it is an invasion of personal rights to take digital images without permission of the individual.
11. Be responsible of their personal device and not loan it to another student for any purpose.
12. Ensure that their personal device/iPad is fully charged for the beginning of each school day. All charger cables are to be left at home.
13. Report any damage to their personal device/iPad immediately to their teacher and parent.
14. Never leave their personal device/ iPad unattended when in use.
15. Transport and store their personal device/ iPad in a safe and secure manner and when not in use, ensure it is in a sturdy and robust cover at all times. A personal device/iPad should only be out of its protective case in the classroom under the supervision of the class teacher.
16. Ensure that their personal device/iPad is password locked.
17. Ensure the content on their personal device/iPad is suitable, age appropriate and legal.
18. Store their personal device/ iPad in their classroom during the school day unless it is required for a lesson and the student is under the supervision of the teacher.
19. Ensure that their personal device/iPad cover is free of any writing, drawing, stickers, or labels, except for name tags.
20. Ensure the volume of their personal device/iPad is muted at the beginning of each lesson.
21. Maintain and clean their personal device/ iPad.
22. Keep personal device/iPads in their school bag; before school and after school.

FAILURE TO COMPLY WITH THE GUIDELINES FOR USE

Parents and Students need to know and understand that the:

- Use of the ICT technologies at Infant Jesus School 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.

Technology Expectations			
Using technology at Infant Jesus School is a privilege, not a right			
Be Safe	Be Kind and Considerate	iPad for Learning	Appropriate Care for your iPad.
<ul style="list-style-type: none"> - Any images, video or word created at school may only be used for school - Respect the privacy of others - Only correspond with people approved by a teacher - Use your iPad legally - Only have age appropriate content on your iPad - If something inappropriate appears, turn off your screen and tell a teacher. - Inform a teacher if something makes you feel uncomfortable - Never give out personal details - Use the school ISP when at school - Keep a passcode on your iPad 	<ul style="list-style-type: none"> - Turn screens off when other people are talking - Turn iPad upside down when teachers are giving instructions - Turn Siri off - Turn your device to silent unless a teacher directs otherwise - Only use your headphones when directed - Use polite and courteous digital language - Ask for permission from the teacher the person before recording or taking photographs 	<ul style="list-style-type: none"> - Use your own device for learning as directed by your teacher - Download the apps specified by the school - Use the apps as instructed and search as directed by your teacher - Turn off notifications - Only use your own iPad - Follow copyright procedures - Be prepared to share your work with your class - Ask for permission before publishing/posting work. 	<ul style="list-style-type: none"> - Be gentle - Walk holding your iPad with two hands - Keep your iPad in the case - Do not leave your iPad unattended - Keep your iPad in your bag before and after school - Charge your iPad at home - When not using your iPad or headphones, place them in your tray.

STUDENTS USE OF MOBILE PHONES

Students may bring a mobile phone to school to use in an emergency situation. In these instances the following procedure will apply:

1. Parents must notify the Principal in writing if their child needs a mobile phone at school and the purpose for this.
2. All such mobile phones must be deposited at the school office as soon as the student arrives at school.
3. Students will need to collect mobile phones from the school office as they leave the school grounds.
4. Mobile phones found on the student without adherence to the above procedure will be followed with the mobile phone placed in the school office, a phone call will be made to the parent and the mobile phone will be kept in the school office to be collected by the parents at their convenience.

Section 3 – Parents / Guardians

In signing the Enrolment Application for Infant Jesus School all parents/guardians have agreed to abide by the policies and directions of the school and the Catholic Education Commission of Western Australia. This includes living out the Catholic Ethos of the school and supporting a Christ-centred approach to all we do within our Infant Jesus School community.

Within this signed agreement, Infant Jesus School expects Parents/Guardians to make responsible choices when using Information and Communication Technologies at school. The guidelines outlined for Staff and Students equally apply to Parents / Guardians and the extended community.

Parents need to be aware that using emails to communicate with staff will not receive an instant reply. In fact response times may vary. Urgent matters must be directed by phone to the school office.

Specifically and in addition to the guidelines for Staff and Students, Parents / Guardians need to adhere to the following. Parents need to:

- Take full responsibility for all downloaded material present on their child/ children's personal device/iPad.
- Accept responsibility for their child's use of technology at Infant Jesus School.
- Understand that correspondence during school time can only occur through the school office. Parents may not email children directly during school hours.
- Limit their use of mobile phones on school grounds. Use needs to be restricted to urgent calls.
- Understand the danger of taking mobile phones in toilets. This action is expressly forbidden. Mobile phones may not be taken into toilets under any circumstances.
- Understand privacy laws pertaining to photography. At school or a school function parents may take photographs of their children but they may not take photographs of other children without the permission of the children's parents. This permission needs to be in writing and presented to the school prior to the specific function in question.
- Understand that privacy laws do not allow parents to mention, or post photos of people/children of Infant Jesus School.
- Understand that privacy laws restrict parents in their reference to Infant Jesus School. All reference needs to uphold the Catholic Ethos of the School.
- Understand that any reference pertaining to Infant Jesus School may not be made on social network sites, email or other technology unless it is approved by the School and upholds the Ethos of the School.
- 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 the future of their children and their family.
- Understand that a breach in the above policy may result in the suspension or termination of their child's enrolment at the school.