

ICT Code of Practice – Primary

Contents

1. Introduction
2. Definitions
3. Acceptable Uses
4. Unacceptable Uses
5. Notification
6. Consequences of Improper Use
7. Letter of Agreement

ICT Code of Practice – Primary

1. Introduction

The purpose of Information and Communication Technologies (ICT) at St. Peter's Catholic Primary School is to:

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

The use of ICT within schools should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Code of Practice.

This ICT Code of Practice applies to the use of all school related ICT for educational purposes, whether provided by the school or the student.

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

2. Definitions

Information and Communication Technologies (ICT) are any electronic devices 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
- web-based tools such as discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems
- mobile devices such as mobile phones, PDAs
- fax machines, scanners
- imaging tools such as video or still cameras
- audio tools such as audio recording devices
- output devices such as printers

ICT Code of Practice – Primary

3. Acceptable Uses

3.1 Student should:

- Respect resources
- Use ICT equipment and resources for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, email and internet resources
- Ask permission from your teacher before following online prompts

3.2 Respect others

- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as you are expected to follow in real life
- Observe Copyright rules by respecting the information, ideas and artistic works of others by acknowledging the author or publisher of information from the Internet and do not claim the work or pictures as your own

3.3 Keep yourself safe online at school

- Keep your passwords and personal work secure
- Use the internet and email only under teacher supervision
- Use only school provided email accounts when communicating online

4. Unacceptable Uses

4.1 Respecting limitations on resources.

You should NOT:

- Use ICT for other than educational activities
- Provide your password to others
- Use the passwords or access the files of other users
- Download files or share files with other internet users without teacher permission
- Enter any information online without teacher permission

4.2 Respect others

Online communications sent using the school's ICT will be recorded and monitored.

You should NOT:

- Post or send inappropriate, hurtful or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Harass another person. If someone tells you to stop sending them

ICT Code of Practice – Primary

messages, you must stop

- Take or send emails, photos, sound or video recordings of people without their permission
- Use the ideas or writings of others and present them as if they were your own

4.3 Keeping yourself safe online

You should NOT:

- Send photos or post detailed personal information about yourself or other people. (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, etc.)
- Meet with someone you have met online without your parent's /guardian's approval and participation
- Use internet social networks, online chats, discussion groups or mailing lists that are not relevant to your education

4.4 Illegal Activities

Activities which threaten the safety of others or deliberately damage school ICT resources are illegal. Such activities may be reported to the police.

5. Notification

You should:

- Tell your teacher immediately about any messages you receive that are rude or that upset or worry you
- Turn off the monitor and tell a teacher immediately if you accidentally access something inappropriate
- This will make sure that you are not blamed for deliberately breaking the School's ICT Code of Practice
- Tell a teacher if someone else is doing something which offends you or is not permitted

6. Consequences of Improper Use

Consequences for any student breaking these rules may include:

- loss of access privileges for a period of time
- informing parents/guardians
- suspension or termination of enrolment
- legal action