

Information, Communication and Learning Technology Acceptable Use Policy

St Francis Xavier School – Goodna

Rationale

Information, communication and learning technologies, including the Internet, are important tools for lifelong learning. It is becoming increasingly integral to the learning process through accessing, selecting and using relevant knowledge for particular purposes. It also enables high levels of communication between different individuals, organisations and cultures.

As a learner-centred community which aims to empower students by offering a variety of learning experiences, St Francis Xavier School makes extensive use of technology, including the Internet in an educational context. Because of its vast range and perpetual state of evolution, the Internet and other technologies may be used to access and communicate inaccurate and/or inappropriate material.

It is essential that students learn skills and strategies to use the Internet and other technology appropriately and to take personal responsibility when accessing them by following the school's Guidelines and Procedures.

Guidelines

To ensure that technology and Internet use in the school is learner-centred and appropriate, St Francis Xavier School will:

1. Produce an Acceptable Technology Use Agreement for all students to follow.
2. Publish the Agreement for all parents to read and sign.
3. Require all students to sign the Agreement so that they agree to use the Internet and other technology for correct and appropriate educational purposes.
4. Ensure all computers in the school are properly supervised at all times when students may be using them.
5. Display the Agreement in suitable places around the school to remind students of expectations and consequences.
6. Teach specific lessons about the correct strategies to find information and to judge the reliability of sources of appropriate material and information.
7. Teach skills for discerning the accuracy of the information found.
8. Ensure children are aware of Copyright Laws and plagiarism expectations.

To ensure that technology and internet use in the school is learner-centred and appropriate, parents with children at St Francis Xavier School will:

1. Ensure children are aware of the Acceptable Technology Use Agreement and its purpose.
2. Sign the Agreement with their children and return it to the school.
3. Support the school in ensuring copyright and plagiarism regulations are followed.

4. Supervise the use of the Internet and other technology at home.

Procedures

1. The Acceptable Technology Use Agreement will be sent home each year.
2. Parents and students are to read and sign the Agreement before students are allowed to use particular technology, including the Internet, at school.
3. Students need to be aware of these expectations:
 - The Internet is not to be used without permission and teacher supervision.
 - Providing any personal information such as their full name, email address or phone number without parental permission is not allowed.
 - Providing any personal information about anyone else is not allowed.
 - General competitions cannot be entered by students.
 - Deliberately searching for and accessing inappropriate or unacceptable material is not allowed.
 - Appropriate care needs to be taken with all the physical component of technology available in the school.
 - Deliberately misusing information or communication technology is not allowed.
 - Sending emails without teacher's permission is not allowed.
 - Using inappropriate language or making misrepresentations when emailing is not allowed.
 - Tampering with or changing the computer or network settings is not allowed.
 - Material composed by someone else must be acknowledged. (See Referencing section below for correct acknowledgement procedures)
 - Downloading games or software is not allowed.
 - No discs, computer games, CDs or any other data storage devices brought from home can be used on school computers.

Parents and students need to be aware that access to the Internet and other technology will be denied to any student who misuses it in relation to those areas specified in the Policy. Depending on the seriousness of the misuse, further consequences may need to be applied by the school (eg. suspension or legal action taken against the student).

REFERENCING

Student will correctly reference any information accessed from the Internet and utilised in assignment work. Plagiarism is unacceptable. Information found on the internet should be referenced as follows:

The National Dinosaur Museum (2003). Retrieved 20 February, 2004 from National Dinosaur Museum website: <http://www.nationaldinosaurmuseum.com.au/>

The National Library of Australia (1995). Retrieved 19 February, 2004 from The National Library of Australia website: <http://www.nla.gov.au/>



Information, Communication and Learning Technology Acceptable Use Agreement

CHILD'S NAME: _____

CLASS: _____

I will follow the Information, Communication and Learning Technology Acceptable Use Policy of St Francis Xavier School and will agree to:

- Only use the Internet and other technology for educational purposes including research, communication and publishing relating to the school curriculum.
- Use strategies and skills taught to me at school to recognise and access suitable material.
- Only use the Internet and other technology when supervised by a teacher.
- Inform a teacher if material or information is found which is inappropriate.
- Use email appropriately, as directed by a teacher.
- Acknowledge information used from the Internet and follow copyright rules.
- Be responsible in my use of technology, including the Internet, at all times.

CHILD'S SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN'S SIGNATURE: _____

I have read the **Information, Communication and Learning Technology Acceptable Use Policy of St Francis Xavier School** with my child and understand that the internet and other technologies are used at this school for educational purposes relating to the school curriculum. I also recognise that although the school uses up to date filtering software, it is impossible for the school to totally restrict access to controversial materials and I will not hold the school responsible for materials acquired from the Internet or network. I understand that I may be held accountable for inappropriate use of the Internet and network by my child.

Understanding these considerations, I give permission for my child to:

- Use computers, still and video cameras and other technology for educational purposes relating to the school curriculum.

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____

- Access the Internet for information relating to the school curriculum under teacher supervision.

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____

- Send and receive external email under the direction of the teacher.

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____