

**STUDENT INFORMATION & COMMUNICATION TECHNOLOGY
USAGE POLICY**

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies.
- (b) '**Cybersafety**' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones
- (c) **G Suite** refers to a brand of cloud computing, productivity and collaboration tools, software and products developed by Google This includes but is not limited to, Google Drive, Slides, Google Sites, Youtube, Mymaps and Picasa.
- (d) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (e) The term '**ICT or digital equipment/devices/tools**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), Gaming Consoles, and any other, similar, technologies as they come into use.

Rationale

At Corpus Christi Primary School, the use of Information & Communication Technology (ICT) is required for all students. The Internet is a valuable tool to be used as a supervised resource by students. ICT may be used on our local area network, on our intranet via the Catholic Education Wide Area Network, using the Internet to access global websites such as G Suite or other digital communication services. A range of digital equipment may be used including computers, laptops, Chromebooks, tablets & other portable devices.

At Corpus Christi School we believe that we all have the right:

- To feel safe and be safe
- To learn
- To be respected for who we are and for what we have to offer
- To be part of a happy and peaceful school
- To work and play in a clean, comfortable environment

ICT and Cyber safety

We abide by these beliefs when using Information & Communication Technology. Our school provides a positive culture where bullying is not accepted. We all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in our school environment. This is the same when using technology. We are determined to create an optimal environment in which students feel emotionally and physically safe; where students take an active role in their learning.

Corpus Christi Primary School believes that it is appropriate that clear guidelines are defined and adhered to in regard to all ICT access. It is expected that students will take full responsibility for their use of this technology, parents will support their child and the school in monitoring ICT usage and teachers will continually educate our students about responsible usage.

The appropriate use of digital tools such as computers, the internet, email & electronic communication must be understood by all to ensure that problems do not arise. Potential problems which can arise may include: defamation, intellectual property/copyright issues, harassment and discrimination, criminal issues, such as hacking, and intentionally spreading viruses.

Implementation:

This Information & Communication Technology Policy along with the Student Information and Communication Technology Access Agreement will be issued to families on an annual basis for review and completion in order for the child to have access to our School's ICT tools.

All students are issued with an ICT account, including email and a G Suite account upon enrolment. When students use electronic communication at our school it will be part of a supervised program to enrich the learning experience.

In year P-2 student will have access to the school's bank of shared devices such as, iPads, PCs, laptops and Chromebooks.

In Years 3-6 all students will be issued with a Chromebook as part of the Corpus Christi 1:1 Chromebook Program. At the end of each year students are to return the Chromebook to the school for maintenance purposes and they will be re- issued with the same Chromebook at the beginning of the next school year. At the end of Year 6 the Chromebook become theirs to keep. Students in Years 3 to 6 who leave Corpus Christi prior to Year 6 graduation will be required to hand back their Chromebook to the school. Students who enroll in later than Year 4, will still receive a Chromebook but will be expected to return it to the school at the end of Year 6.

At school, when using any digital device (e.g. Chromebook) they are tracked and monitored by the school's internet filtering system (Zscaler).

When using school devices such as Chromebooks at home, including the use of programs and applications that are used at school (Gmail, Google Drive, Google Classroom etc.) it is the responsibility of parents/guardians to ensure that safe internet filtering and supervision is provided.

At Corpus Christi School we are engaged with our wider community and we regularly communicate through Information & Communication Technology. Your child's photograph, work or video footage may be published electronically with discretion as deemed appropriate.

If parents do not wish their child's image or work to be published in this way or, if parents have any other objections to their child's ICT account, they are to notify the principal in writing.

If information is found which students, teachers or other people feel is inappropriate, unsuitable or offensive in any way, it should be reported to the supervising teacher and reported immediately to the Principal. It is each person's responsibility to ensure that the offending material is not shared, printed, copied or saved.

All users are advised that a filter is in use at Corpus Christi which screens all incoming and outgoing electronic mail and media. If inappropriate usage is detected, all rights will be removed immediately until the matter can be investigated to the satisfaction of the Principal. Consequences ranging from loss of privileges for a day, week, month or term may be administered. In severe cases parents will be contacted and privileges will be suspended for a term. Implementation of the most appropriate consequences will occur after discussion with the child, the classroom teacher and the Principal.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This was policy was last ratified in February 2021.