



*Something Beautiful for God*

# **ST HELENA'S CATHOLIC PRIMARY SCHOOL ACCEPTABLE USE OF TECHNOLOGY POLICY**

**February 2008**

**Due for review: February 2010**

## **Rational**

As a school community we choose to educate, be educated and interact in a manner that is consistent with our Mission Statement & Goals – (<http://www.sthelenas.wa.edu.au/school/mission/mission.html>).

The purpose of these guidelines is to ensure that students at St Helena's Catholic Primary School use our technology resources for educational, research and communication purposes in an appropriate manner **and in accordance with the following documents and policies -**

- **Mission Statement & Goals**
- **Pastoral Care Policy**
- **Bullying Policy**
- **Protective Behaviours**

Information and Communication Technology (ICT), and in particular the Internet and email, are valuable tools in the Catholic school's goal to education the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. Our communications must always be truthful and respectful of other people.

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

## **Principles**

The Internet has great educational benefits. However, some Internet-accessible materials may harm you or others. Internet access at school or via MyInternet ([www.sthelenas.wa.edu.au/myinternet](http://www.sthelenas.wa.edu.au/myinternet)) outside of school is a privilege. Students who break any of the following rules may lose their privileges. These rules will help us to be fair to others and keep everyone safe.

1. St Helena's Catholic Primary School strives for educational and technological excellence by integrating the use of technology with best educational practice.
2. The school's fully networked system of computers will be used by the students to create, store and publish their work. The Internet allows students to access information, become involved with other students through online projects and to share what they have discovered.
3. St Helena's access to the Internet is via the CathEdNet gateway provided by the Catholic Education Office of WA. This is a filtered system, which provides a safe environment in which students can access the Internet.
4. As we introduce students to the Internet, we believe a partnership between parents, students and the school should develop and grow. We also believe that the access we are giving is a privilege and not a right and therefore there are responsibilities for all involved.

5. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students, including emails.
6. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.
7. An Acceptable Use Policy identifies acceptable uses of the St Helena's Catholic Primary School network and the Internet, and those, which are not. These guidelines are provided here so that you understand and agree to the responsibilities you are about to accept.

## **Procedure**

The following agreements and understandings will help us to be fair to others and keep everyone safe.

I agree:

- To take care of all ICT equipment
- To follow my teachers' instructions
- To only use my own login and password and I will keep my password a secret when I use the internet or e-mail,
- Not to look at, copy or delete other people's files.
- Not to bring floppy disks, USB keys or CD-ROMs into school without permission.
- Only to e-mail people I know, or whom my teacher has approved.
- That all messages I send will be polite, courteous and sensible.
- Not to email, copy or use any photos taken of students or teachers without their permission.
- Not to email, copy or use any photos that identify my school.
- When emailing not to give my own or anybody else's home address or phone number, or arrange to meet someone.
- To ask permission before opening an e-mail or attachment sent by someone I do not know.
- To tell a teacher immediately if I see anything I am unhappy with or if I receive email messages I do not like.

I understand:

- That the use of ICT is a privilege and that this privilege may be lost if I use ICT in an unacceptable way.
- That it is unacceptable to send an email to bully, frighten, annoy or upset another person.
- That the school may check my computer files and folders and will monitor my internet use and the Internet sites I visit.
- That students and staff who are working on class activities have priority in the use of computer equipment.

## **Parent Support**

Parents are encouraged to work in the partnership with St Helena's Catholic Primary by supporting the School's endeavours to educate students in the correct manner of Internet use.

The parents/ carers of each student must sign an Acceptable Use Policy for that student when that student first enrolls in the school if they wish the student to use our computer network, whether on the Internet or not.

St Helena's Webpage – [www.sthelenas.wa.edu.au](http://www.sthelenas.wa.edu.au)

St Helena's School web page is a major source of publishing the student's work and activities, and as such, photos appear on this site. Names are NEVER published with photos, and if written work is published, only first names are used.

If, for some reason, you prefer that your child's photo is not to be published on the school web page, could you please inform the School Principal in writing. *This should be covered by our collection notice.*



## St Helena's Catholic Primary School

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### St Helena's Catholic Primary School Acceptable Use Policy

Computer Facilities and External Networks

Students at St Helena's Catholic Primary School may access the school network and the Internet via the CathEdNet gateway after they have discussed this document with a parent and had a parent sign the following declaration:

*I declare that my child and I have read, discussed and understood the St Helena's Catholic Primary School's policy on Acceptable Use of Computer Facilities and External Networks and the accompanying Code of Practice.*

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Class: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature : \_\_\_\_\_

This original declaration is to be returned to:-

St Helena's Catholic Primary School.

Office use only Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_

**PLEASE NOTE : This form will be valid for the duration of your child's enrolment at St Helena's School. If you wish to revise this document at any stage, please contact the school.**