ICT Responsible Use

Dear Parents and Students,

The integrated information communication technology program at St Kevin's develops in our students the digital literacy skills they need to contribute in a connected world. We use technology to:

- **facilitate** creativity and innovation
- **develop** information fluency
- **support** communication and collaboration
- **extend** research and information fluency
- **model** and **practice** safe, legal and responsible cyber behaviours

We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create the safest online environment possible. Filtering software keeps unwanted sites from our computers and adults supervise our students' computer activities at school. Children are taught how to respond to unwanted material that may elude the filters.

Our Hardware and Software

Our students can access the Internet via both wired and wireless connections that cover the entire school site. We are a PC and Mac school with more than 300 computers and iPads distributed throughout our learning areas. Digital projectors and interactive whiteboards facilitate group viewing and discussions. Students have access to a wide range of software such as Google Apps for Education to support their learning needs.

Benefits of connecting with others

We utilise the benefits of various technologies that allow us to interact with our families, other schools, outside experts and the global community via a variety of tools, e.g. blogs, Verso, etc.

The benefits include introducing students to the following concepts through authentic learning opportunities:

- Connected learning
- Increased opportunities for collaboration
- Creating a positive digital footprint
- Effective digital citizenship including netiquette
- Transparency and accountability
- Authentic feedback from a variety of sources
- Web 2.0 tools e.g. Verso, Blogs, etc.
- Writing and creative opportunities

Our use of ICT is supported by other school policies, including Student Wellbeing and Bullying **policies.**

Behaviours of a Positive Digital Citizen

At St Kevin's we use information and technology in safe, legal, and responsible ways. We agree to abide by the following aspects of being a positive digital citizen.

- **Respect Yourself**. I will select online names that are appropriate. I will consider the information and images of me that I post online.
- **Protect Yourself**. I will not publish my personal details, contact details or a schedule of my activities.
- **Respect Others**. I will not use technologies to bully or tease other people. I will not access or alter another person's online material
- **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will not disclose personal information about others.
- **Respect Intellectual Property**. I will suitably cite any and all use of websites, books, images, media, etc.
- **Protect Intellectual Property**. I will request the use of media others produce.
- **Respect School Property.** I will use the St Kevin's network to facilitate educational outcomes.

St Kevin's students understand that if they breach these conditions, the consequences could include suspension of computer privileges and/or disciplinary action and parents will be notified.

Personal Mobile Devices
During regular school hours, personal mobile devices must be switched off and handed into the classroom teacher. It will be handed back at the end of the school day. If this rule is breached, the device will be confiscated and parents will be contacted.

Students agree to:

- use the technology at school for learning, use the equipment carefully and safely and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- remember that the content on the web is someone's property and ask their teacher to help them get permission if they want to use information or pictures and give credit to the owner of the material which is copyrighted, or use CC (Creative Commons) licensed resources
- be respectful in how they talk to and work with others online and never write or participate in online bullying
- think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help them answer any questions
- keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting their passwords
- talk to their teacher or another adult if:
  - ➢ they need help online
  - ➢ they are not sure what they should be doing on the Internet
  - ➢ they come across sites which are not suitable for our school
  - ➢ someone writes something they don't like, makes them or their friends feel uncomfortable, or asks them to provide information that they know is private
  - ➢ they feel that the welfare of other students at the school is being threatened by online activities

At St Kevin's we see the responsible use of ICT is a joint responsibility between home and school. We ask you to sign the attached Agreement and return it by .

Kind Regards

ICT Responsible Use Agreement

Parent's Agreement

As the parent or guardian of this student, I have read the ICT Responsible Use Agreement (above) and discussed it with my child. I understand that technology is provided for educational purposes in keeping with the academic goals of St Kevin's, and that student use, for any other purpose, is inappropriate.

I understand that if my child breaches these conditions, the consequences could include suspension of computer privileges and/or disciplinary action and I will be notified.

I recognise whilst filtering software keeps unwanted sites from school computers, it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I expect that my child will respond to any such occurrences by using the strategies taught to them by St Kevin's staff. I understand that children's computer activities at home should be supervised and this will support the school with encouraging Cybersafe behaviours.

I hereby give permission for my child to use technology resources at St Kevin's.

Student's Name	
Student's Signature	
Parent's Name	
Parent's Signature	
Date	

Reviewed by SDC: May 2016	Reviewed by Staff: July 2018	Ratified by Ed Board:July 2018	Next review: July 2022