



Policy: INFORMATION AND  
COMMUNICATION TECHNOLOGY  
(ICT) USE BY STUDENTS  
Released: 2016  
Next Review: 2020

## ST BERNARD'S INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) USE BY STUDENTS POLICY

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### RATIONALE

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

In accordance with the teachings of the Catholic Church, communication must reflect the highest standard of accountability and sensitivity to the dignity of the human person. 'Students need also to critique the influence of social, political and economic structures in Australian society from a Gospel perspective. Media and other instruments of communication are particularly important.' (Mandate, para 22)

### PRINCIPLES

1. St. Bernard's Catholic Primary School has a responsibility to ensure appropriate usage by students of ICT, ensure appropriate precautions are taken to minimise the risk of exposure of inappropriate and offensive material and to ensure the dignity of the person is maintained and respected.
2. Student use of ICT shall reflect the teachings and educational goals of the Catholic school. Usage of ICT shall be balanced with all elements of the school curriculum and reflect the developmental stage of students.
3. All written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT and privately owned ICT being used on the school site, including emails, are the property of the school, and as such, are subject to monitoring by the school.
4. ICT is provided to students as a tool to support learning and as such should be used in accordance with the expectations of the school as set out in this policy.
5. The use of school, student and family owned ICT on the school site, including the internet, email, and social media by students shall not be contrary to relevant State and Commonwealth laws (as outlined in the References section of this policy), a breach of school rules or policy, or otherwise be inappropriate or offensive (as outlined in the Procedures section of this policy).
6. St. Bernard's does not permit the use of student or family own ICT devices on the school site. Any student or family owned devices that are brought onto the school grounds is done so at the owner's risk.
7. As parents/caregivers are the prime educators of their child, they shall be informed of the school policy and encouraged to assist in facilitating its implementation.

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### DEFINITIONS

'*Information and Communication Technology (ICT)*' means all computer hardware, software, systems, data, digital communications and technology including the internet, email and social media.

*Defamation* is a written or verbal statement that tends to lower another person's reputation in the eyes of ordinary members of the community, or leads people to ridicule, avoid or despise the person, or injures the person's reputation in business, trade or profession. There are a number of defences available against a claim of defamation including that the statement is true, or an honest opinion on a matter of public interest.

*Harassment, Discrimination and Bullying* means unlawful behaviour as defined in the Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation and Bullying.

*Social media* refers to internet based applications that allow users to share information and create communities (e.g. Facebook, Twitter).

*Catholic School* refers to an educational venue as defined in the Teacher Registration Act 2012 that is a part of the Catholic Education system in Western Australia.

## PROCEDURES

1. Acceptable use of ICT shall include but is not limited to:
  - gathering, organising, creating and sharing appropriate information for educational or related purposes
  - encouraging collaborative projects and resource sharing
  - any other tasks that are for educational or related purposes or that support and promote the school and its ideals.
2. Unacceptable use shall include but is not limited to:
  - accessing networks without proper authorisation
  - transmitting or deliberately accessing, creating and/or receiving material that is inappropriate or offensive. Inappropriate or offensive material includes but is not limited to threatening, sexually explicit, offensive, defamatory or discriminatory materials, or material that may be harmful physically or emotionally, including bullying or harassment within or outside the school.
  - unauthorized disclosing or communicating of information concerning any password, identifying code or other confidential information without permission.
  - interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to unsolicited advertising, intentional propagation of viruses in any form and using the network to make unauthorized entry to any other machine accessible via the school network (i.e. 'hacking')
  - breaching copyright laws, including software copyright and reverse engineering of software or other laws governing intellectual property.
  - using school network and/or equipment to conduct private business for commercial gain or promote material unrelated to school defined tasks.
  - bringing the school or Catholic Education into disrepute.
3. Unlawful use shall include but is not limited to:
  - defaming a person or organisation in an email, web page or through social media.
  - infringing of copyright laws i.e. reproduction or adaptation of copyrighted material by downloading and further disseminating the material.
  - digital communication that could constitute sexual discrimination or sexual harassment.
  - digital communication that could constitute cyber bullying
  - storing, accessing, displaying or creating sexually offensive material
  - sending digital communications which are discriminatory on the basis of, for example, race, sex, gender, disability or age.
  - undertaking activities that breach State or Commonwealth legislation.
4. Emphasis shall be placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, safety and digital citizenship. This educative process shall be integrated within all areas of the school curriculum.
5. Unacceptable use of ICT constitutes a serious breach of school rules and possibly the law and may result in a student losing the right to use ICT resources for a period of time and/or the application of other sanctions.
6. Unlawful and/or serious misuse of ICT may result in the school involving the Police or other government agencies.

## REFERENCES

Bishops of Western Australia 2009, Mandate of the Catholic Education Commission of Western Australia: 2009-2015  
Catholic Education Commission policy statement 2-C4 Harassment, Unlawful Discrimination, Victimisation and Bullying  
Copyright Act 1968 (Cth)  
Equal Opportunity Act 1984 (WA)  
Classification (Publications, Films and Computer Games) Enforcement Act 1996  
Criminal Code Act (WA)  
Cybercrime Act 2001 (Cth)  
Privacy Act 1988 (Cth)

## RELATED DOCUMENTS

CECWA policy statement 2-C15 Information and Communication Technology Use by Staff.

St. Bernard's Information and Communication Technology Use by Staff policy

**Review History**

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**Next Review**

Year	Person / Group Responsible
2020	Principal