



## ICT Use (Reviewed 2023)

### RATIONALE

Information and Communication Technology (ICT) is a valuable tool in Santa Clara's goal to educate the whole person. The internet offers great educational opportunities when we use it responsibly.

When using ICT, we can communicate with people all over the world and research interesting topics using the 6 C's – character, citizenship, communication, critical thinking and problem solving, collaboration and creativity. If we do not follow school rules, it also can be harmful to us as we can access and send inappropriate material and appropriate consequences will follow.

### PROCEDURES

- Students understand that the use of ICT at Santa Clara School is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.
- Students shall never tell anyone via the Internet their name, address, phone numbers or any other private information (e.g. school). Students will not send their photograph to anyone without checking with their teacher and having a permission note from their parents.
- Emphasis is placed on educating students, at a developmentally appropriate level, about ICT, its applications, protocols, abuses and potential dangers. This educative process shall be integrated within all areas of the school curriculum.
- Unacceptable use of ICT constitutes a serious breach of our school Code of Conduct and, possibly the law, and may result in a student losing the right to use ICT resources for a period of time and/or application of other sanctions.
- Students shall only go to sites on the Internet that a teacher has said they can use. If students find anything on the Internet that makes them feel bad or uncomfortable they must click on HOME, turn the screen off and tell their teacher.
- Unlawful and/or serious misuse of ICT may result in the school involving the Police or other Government agencies.
- Students will not use any device to: defame a person or an organisation, put down another person, racially harass or incite anyone, bully or in contrary to school rules or policies.
- ALL students must sign and return a classroom based digital contract prior to using ICT or taking a device home.

### Acceptable Use

- Follow teachers' instructions.
- Accessing only the information agreed to by the teachers.
- Being polite and courteous when emailing or communicating.
- Seeking permission from an adult before sending an email.
- Researching only information for a topic or assignment given by the teacher.
- Correctly acknowledging the work of others according to Copyright laws.
- Respecting the privacy of others, including other students, staff and parents.
- Informing the teacher if you are concerned that you have accidentally accessed inappropriate material.
- Handling all ICT equipment with care and taking care of it.

**WE WILL INSPIRE**



### Unacceptable Use

- Using ICT without permission or supervision.
- Using social networking sites like Facebook, Twitter, Instagram, Tik Tok.
- Visiting sites that have not been approved by an adult.
- Using the Internet to access offensive or inappropriate information.
- Interfering with emails, accounts or files that belong to other people.
- Downloading anything without adult permission.
- Sending a personal photograph without written permission of a parent.
- Sending or receiving a message which has a false name or has used another's name without permission.
- Sending an email to bully, frighten, annoy or upset a person.
- Sending or writing anything defamatory to a person or organisation.

WE WILL INSPIRE

CREATIVITY • CARING • RESILIENCE • COURAGE • TRUTH