



*Saint
Ignatius'
College*

Junior School
2025

ICT Acceptable Use Guidelines

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INTRODUCTION

At Saint Ignatius' College Junior School, there is an emphasis on the pursuit of academic excellence. Learning how to learn, promoting independent learning, developing investigative skills and exploring the significance and relevance of what is learnt are all priorities in our academic programme. Digital technology can assist and enhance these teaching and learning goals.

Digital Technologies are a critical part of our students' lives. Technology use is growing and changing every day, and it is crucial that our students have both the technical competencies and cyber safety skills to enable them to be smart, safe and responsible digital citizens.

Students should understand the following:

- The use of devices, or access to Saint Ignatius' College Information Communication Technology (ICT) facilities incorporates an expectation of responsible behaviour, acting ethically and responsibly in all dealings with others.
- The College provides access to technology to assist them to do Internet based research and to support their academic studies.
- The equipment and services are shared; therefore, the whole College community are dependent on the responsible and considerate use of technology by each student.
- Students will be held accountable for their actions and may well lose ICT privileges when these rules are broken.

RATIONALE

The purpose of these guidelines is to protect students from potential harm and to ensure they are learning to their potential. Students should understand the following:

- You have a "digital footprint" that could end up staying with you for life
- Always keep your identity private online (e.g. name, address, phone number, school, birthdate, passwords)
- The same rules apply online as in real life – treat others with respect!
- Cyberbullying is illegal and can be investigated by the police
- Technology within our school environment is for learning

Students should not post or share information that could personally identify themselves, other students, staff, the school or any member of the Saint Ignatius school community without the guidance and permission of the school.

Golden Rule for ICT Use: *Students should only do things using technology (e.g. access, keep or send messages, pictures or videos) that they would be happy for their parents and/or teachers to know about.*

GUIDELINES

By signing this document, I agree to the following:

1. COMMUNICATION

- 1.1. Student communication with peers and staff must always be reflective of Ignatian values.
- 1.2. Send an email to your teacher if you want to talk about something that doesn't relate to everyone.
- 1.3. Do not respond or send messages to people during school hours, unless directed by a teacher.
- 1.4. Posts that tease, bully, annoy, spam or gossip about any other person will be dealt with in line with our Student Wellbeing – Behaviour Management Policy.
- 1.5. Use correct spelling, punctuation and grammar.

2. USE OF COLLEGE ICT EQUIPMENT

- 2.1. Only use ICT Equipment to do positive things (e.g. creation, learning, helping).
- 2.2. Use all ICT equipment for academic purposes only.
- 2.3. Keep my account details private and secure.
- 2.4. Avoid wasting resources (e.g. printing unnecessarily).
- 2.5. Keep food and drink away from computer equipment.
- 2.6. Report equipment faults, suspected viruses or a potential security problem to the nearest teacher.
- 2.7. Not install software on school equipment. All software is subject to license agreements and copying of software is in breach of these license agreements.

3. USE OF COLLEGE INTERNET AND EMAIL FACILITIES

- 3.1. Only use my email address for educational purposes.
- 3.2. Ensure all messages I send to others are not offensive, threatening or bullying in nature – make sure that you'd be happy to give the message face-to-face.
- 3.3. Not send spam or chain mail
- 3.4. Always acknowledge the source of my information.
- 3.5. Obey the law, including copyright law.
- 3.6. Use the internet for legitimate educational research and communication.
- 3.7. Remember that nothing is really private on the Internet (don't use my real name on public websites/chat rooms unless authorised by an adult; don't share my address, phone number birthdate, passwords or any other personal or financial details over the internet).
- 3.8. View or send only appropriate messages or pictures.
- 3.9. Seek permission prior to taking, using or posting photos or videos.
- 3.10. Browse away from materials which are inappropriate immediately and then inform a teacher that I have come across such material.
- 3.11. Report any instances of cyber-bullying immediately to my teacher – this is NOT a choice.
- 3.12. Alert a staff member if I accidentally access inappropriate material.
- 3.13. Not attempt to access sites, servers, accounts, another person's files or any content that is not intended for my use.
- 3.14. Not use social media during College hours.
- 3.15. Not use another person's password or gain access to another person's account.

4. USE OF THE COLLEGE-REQUIRED IPAD

- 4.1. Take care of my iPad, charger, cable, cover and Bluetooth keyboard as my family will be responsible for any damage or loss.
- 4.2. Plug my iPad into the charger at the end of each school day.
- 4.3. Follow the instructions of my teachers and OSHC educators for iPad use in the classroom and at OSHC.
- 4.4. Close my iPad over on my desk when a teacher is speaking.
- 4.5. AirDrop only essential academic material to other students/teacher.
- 4.6. Leave my iPad in the classroom at all times unless expressly permitted by a teacher.
- 4.7. Only use my iPad for educational purposes at school – NO games.
- 4.8. Keep my iPad app organisation in a user-friendly manner (e.g. display contrast, grouping of apps).
- 4.9. Allow teacher access to information on my device at any time.
- 4.10. If there is a need to use/have a VPN (Virtual Private Network) installed on your iPad please notify the Director of Student Wellbeing.

5. USE OF OWN MOBILE TECHNOLOGY

- 5.1. iPad use is permitted during class time under the supervision of a staff member. All other mobile technology use (such as mobile phones, PSP, Nintendo DS, etc.) is not permitted when at school. Please see your child's classroom teacher if your child needs to bring a mobile phone to school. It is an expectation that it is not used or turned on during school hours.
- 5.2. Smart watches may be worn at school but are not to be used during school hours for communication.
- 5.3. Ensure all messages I send to others are not offensive, threatening or bullying in nature – this applies both in and out of school hours.
- 5.4. Use mobile technology recording devices (e.g. camera, video, etc.) in an appropriate manner – see the Golden Rule on page 3.
- 5.5. Play allowed online games with other students in a spirit of fun, cooperation and friendliness (no bullying behaviour; no money involved; include others).

Student Signature:**Date:****Student Name:****Year Level:**