ICT Responsible Use Policy

Introduction

In 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 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 where these rules are broken.

Rationale

The purpose of this policy 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 (e.g. access, keep or send messages, pictures or videos) using technology that they would be happy for their parents and/or teachers to know about.

Policies

1. **COMMUNICATION GUIDELINES:**
   Posting Messages
   a) Post a note to your class if your question is about something the whole group should know (homework etc.).
   b) Send an email to your teacher if you want to talk about something that doesn't relate to everyone.
   c) 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.
   d) Use correct spelling, punctuation and grammar.

   Replying to Messages
   a) Do not answer a question if you aren't sure you know the answer.
   b) Do not reply to a question if someone has already answered it correctly.
   c) Do not respond or send messages to people during school hours, unless directed by a teacher.
   d) Never agree to meet someone in real life that you have only met online.

2. **To use College ICT EQUIPMENT, I agree to the following:**
   I will:
   a) Only use ICT Equipment to do positive things (e.g. creation, learning, helping).
   b) Use all ICT equipment for academic purposes only.
   c) Keep my account details private and secure.
   d) Avoid wasting resources (e.g. printing unnecessarily).
   e) Keep food and drink away from computer equipment.
   f) Report equipment faults, suspected viruses or a potential security problem to the nearest teacher.
   g) 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. **To use College INTERNET AND EMAIL FACILITES, I agree to the following:**
   I will:
   a) Only use my email address for educational purposes.
   b) 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.
   c) Not send spam or chain mail
   d) Always acknowledge the source of my information.
   e) Obey the law, including copyright law.
   f) Use the internet for legitimate educational research and communication.
   g) 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).
   h) View or send only appropriate messages or pictures.
   i) Seek permission prior to taking, using or posting photos or videos.

j) Browse away from materials which are inappropriate immediately and then inform a teacher that I have come across such material.
k) Report any instances of cyber-bullying immediately to my teacher – this is NOT a choice.
l) Alert a teacher if I accidentally access inappropriate material.
m) Not attempt to access sites, servers, accounts, another person's files or any content that is not intended for my use
n) Not use another person's password or gain access to another person's account

4. **To use the <u>COLLEGE-ISSUED iPad</u>, I agree to the following:**
   <u>I will:</u>
a) Take care of my iPad, charger, cable, cover and Bluetooth keyboard as my family will be responsible for any damage or loss.
b) Plug my iPad into the charger at home at the end of each school day.
c) Follow the instructions of my teacher for iPad use in the classroom (and at home if allowed).
d) Close my iPad over on my desk when a teacher is speaking.
e) AirDrop only essential academic material to other students/teacher.
f) Leave my iPad in the classroom at all times unless expressly permitted by a teacher.
g) Only use AirPlay or screen share if invited by a teacher
h) Only use my iPad for educational purposes at school – NO games (students who install or play inappropriate (non-educational) games at any time during school hours will have a letter sent home to parents and the student will receive Room 62).
i) Have the same apps grouped at the bottom of my iPad for ease of finding them – instructions will be provided.
j) Only use Accessibility features if I require it for learning purposes.
k) Keep my iPad app organisation in a user-friendly manner (display contrast, grouping of apps, other features).
l) Allow teacher access to mark or see work on the iPad at any point in time.
m) 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. **To use my own <u>MOBILE TECHNOLOGY</u>, I agree to the following:**
a) iPad use is permitted during class time under the supervision of a teacher. All other mobile technology such as (mobile phones, iPod, PSP, Nintendo DS, etc.) during school hours **<u>is not permitted</u>**. Permission to bring mobile phones to school is sought in writing from a parent or caregiver and granted by the Head of Junior School on the expectation that it is not used or turned on during school hours.
b) Ensure all messages I send to others are not offensive, threatening or bullying in nature – <u>this applies both in and out of school hours</u>.
c) Use mobile technology recording devices (e.g. camera, video, etc.) in an appropriate manner – see the Golden Rule.
d) Play 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 _____ Class 2022_____