

ST ANTHONY'S SCHOOL GREENMOUNT STUDENT ICT & RESPONSIBLE USE POLICY



The following is St Anthony's Student ICT and Responsible Use Policy that relates to the use of any digital devices. The document's purpose is to ensure that students are aware of their responsibilities when using a digital device.

Core Values

In accordance with the teachings of the Catholic Church,
the practice of communication must be totally honest
and reflect the highest standard
of accountability and sensitivity to human rights and relationships.

Device User Responsibility

All students are responsible for their iPad and are expected to:

1. Remove the SIM card and retain at home, (to avoid security breaches), if the iPad is a 3G model.
2. Have their devices fully charged and chargers and cables are to be left at home.
3. Ensure that their iPad is password/code locked.
4. Ensure content that is on the iPad is suitable, age appropriate and legal.
5. iMessage is to be disabled.
6. Maintain the Catholic Ethos of St Anthony's School if choosing to install backgrounds or wallpapers.
7. Regularly update, maintain storage and name labels and clean the screen on their device.
8. Report any damage immediately to their teacher or parent.
9. Repair any damaged/unusable device immediately.
10. Use their device for their sole usage and purpose, hence, not loan their device to another student without permission by the teacher.
11. Transport and store their iPad in a safe and secure manner at all times when not in use, ensuring it is permanently in a sturdy and robust cover.
12. Never leave their iPad unattended when in use.
13. iPads and covers must remain free of any writing, drawing, stickers or labels except for name tags.

Procedures

1. Students are expected to use devices and internet access offered by the school in a responsible and ethical manner:

1.1 *Acceptable use includes, but is not limited to:*

- Following teachers' instructions
- Accessing only the information the teacher has agreed to
- Seeking the teacher's permission before sending an email
- Researching 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 and staff members
- Informing the teacher if you are concerned that you have accidentally accessed inappropriate material
- Handling all ICT equipment with care.

1.2 *Unacceptable use includes:*

- Using ICT without permission or without supervision by a teacher
- Visiting any site that has not been approved by the teacher
- Using the Internet to access offensive or inappropriate information
- Interfering with emails or files belonging to others
- Interfering with or disrupting networks or digital systems, users or equipment
- Downloading anything without the teacher's permission
- Sending a personal photograph without the written permission of a parent
- Sending anything without the teacher's permission
- 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
- Sharing others personal information without permission
- Damaging equipment
- Obtaining data, such as photographs of others or their possessions without consent.
- Unauthorised communication or disclosure of information such as passwords, identification codes or other confidential information without permission.

In signing this I agree to be a responsible user of the school technologies by following the rules below.

1. *I will only use school technologies with the permission of a teacher (not before or after school.)*
2. *When using the Internet, I will respect personal information by not passing on names, phone numbers, addresses or passwords.*
3. *I will act in a sensible manner.*
4. *I will request assistance immediately if I have any trouble getting out of a difficult situation.*
5. *I will only access material suitable to my schoolwork.*
6. *I will only open email and attachments with teacher permission.*
7. *I will not send emails that are discriminatory, harass people or could offend or insult Individuals or organizations.*
8. *I will take due care of all devices used.*
9. *I will correctly reference the source of any material used from the Internet and not copy the work of others and claim it as my own.*
10. *I will not download videos, music or games using the school network.*

Student Agreement

I _____ (completed by student) have discussed this agreement with my parent/carer and teacher. I understand that use of school technologies is a privilege, not a right. After reading the above, I understand and will abide by the St Anthony's Student ICT and Responsible Use Policy.

Parent Agreement

As the parent/carer of _____ I have read and discussed the terms of the agreement with my child; and will support the St Anthony's School in the implementation of the St Anthony's Student ICT and Responsible Use Policy. I understand that breach of the policy may result in the removal of the student's iPad for a period of time during school hours. In this situation I will be informed by the class teacher.

Parent Name _____ Parent Signature _____ Date: _____