



ST LUKE'S CATHOLIC PRIMARY

Learn, Love and Serve

ICT USE BY STUDENTS POLICY

Updated - 2023

To be reviewed 2024

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. A balance between the use of digital technologies and physical activities is essential. St Luke's commits to using devices at relevant times during the school day and encourages a balanced use of the device at home.

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

DEFINITIONS

'Information and Communication Technology (ICT)' means all hardware, software, systems and technology including the internet, email, telecommunications devices (e.g. mobile phones) and social media (e.g. Facebook).

Defamation is the publication, declaration or broadcast of material that is capable of lowering a person in the estimation of others.

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 a group of internet-based applications that allow users to share information and create communities.

PRINCIPLES

1. At St Luke's, ICT is utilised for education purposes only.
2. At St Luke's, ICT is a tool to support learning. Access to ICT can be removed if school rules are broken. Students using ICT must not break State or Commonwealth laws.
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student and family owned devices being used at school.
4. Students shall be made aware that access to ICT, particularly the Internet, email and social media, can expose them to inappropriate material or potential harm.
5. Students' personal devices (e.g. smart / Apple watches) etc. must be used for their primary purpose (e.g. telling the time) not for calls or messages. These additional functions must be disabled, or the device must be left at the office. The school will not be held liable for any damage or loss to these devices.
6. If a student brings a mobile phone to school, this is to be left at the office on silent, and not in the student's bag. No calls or messages are to be made or accepted by students at any point during the school day. Calls should be directed through Administration.



STUDENT ACCEPTABLE USE POLICY YEAR K – 2

Students understand that at St Luke's, ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

1. Students shall obey all of the school rules regarding ICT and take good care of all equipment. This may include, but is not limited to: walking while transporting the device, carrying the device with two hands, using the device with clean hands, replacing the cover when finished with the device, returning it to the charging location.
2. Students shall only use the applications as directed by their teacher during school time. Students will not access other applications during school time or bring any applications from home to install on school devices. Students will not access applications installed on student or parent owned devices, other than those directed by the teacher, during school time.
3. Students shall go only to sites on the internet that a teacher has said they can use. If students find anything on the internet that makes them uncomfortable or unsure they shall immediately inform their teacher or another adult.
4. Students shall not send any messages. Everything a student writes on their device or through the internet shall be their best work that they would be proud to show to their parents. A student will not use the internet with the intention to annoy, bully or frighten anyone.
5. People who put information on the internet for students to read, own that information. If students use anything from the internet in their own work, they must check with their teacher before they copy it to make sure they have the owner's permission to copy it.
6. Students shall never tell anyone over the internet their name, address, telephone number or any other private information. Students shall not send their photograph to anyone without checking with their teacher and having a permission note from their parents. Students shall not share any other student's private information with others, including taking photos of others without their permission.

See the full St Luke's ICT Student Usage Policy on our school website:

<https://www.stlukeswoodvale.wa.edu.au/policies-and-handbooks>

I have read and understand all the information given and agree to follow these guidelines.

STUDENT NAME			
YEAR		CLASS	
PARENT'S SIGNATURE		DATE	



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STUDENT ACCEPTABLE USE POLICY YEAR 3

Students understand that at St Luke's, ICT is utilised to support learning. Inappropriate or misuse of ICT will result in a loss of access to digital devices.

Parent/Guardian Declaration

I understand and agree to the following conditions of my child receiving an iPad:

1. The iPad provided on loan to my child will at all times remain the property of the school and must be returned at any time when requested.
2. My child will be able to access the internet using the iPad and connecting to any Wi-Fi hotspot or access point.
3. Whilst the school will take reasonable precautions to prevent access to unsuitable material on the internet through the school Wi-Fi network, it cannot guarantee to prevent or monitor access to unsuitable material.
4. Since the iPad is a school-owned device, students are expected to comply at all times with the terms and conditions of the current school policies, which apply to the appropriate use and care of technology. If your child breaches the iPad agreement and in-class policies, they will have their iPad confiscated for a duration of time and the parent will be contacted.
5. The iPad will be provided to students with the applications (Apps) installed. Students are not permitted to download additional Apps.
6. In the event that my child's iPad or accessories are *intentionally* damaged by the student, I understand that I may be responsible for the cost of repair or replacement.
7. I will encourage my child to meet the requirements of the student declaration, and I will support the school by overseeing the correct use of the iPad.

Student Declaration

I understand and agree to the following conditions of receiving an iPad:

1. I will follow all teacher directions including when to use the iPad.
2. I will ensure my work is placed onto OneDrive to safeguard it.
3. I will seek permission from the teacher and people being photographed or recorded before using the camera and audio recording functions.
4. I will not use the iPad to publish or share photographs, video or audio to any online network unless permission is given by people photographed or recorded and the school.
5. I will not mistreat the iPad or another student's iPad in any way, or apply graffiti of any kind to the iPad, the iPad cover or iPad accessories.
6. I will not lend the iPad to another student or give them the Passcode to the iPad.
7. I will keep the iPad secure and not leave it in such a place that it is likely to be damaged.
8. I will keep the iPad dry and away from rain and water and from food and drink.
9. I will not use the iPad to create or access inappropriate content.
10. I will promptly report any loss, damage or fault with the iPad to the school.
11. The barcode on the back of the iPad is not to be removed from the iPad at any time.
12. I understand that if I fail to meet these conditions, the iPad may be removed from me for a period of time or even permanently.

Inappropriate use of school ICT services or deliberate breaches of the conditions of the Student ICT Use agreement may result in access restrictions to ICT facilities for the student(s) involved and result in discipline by school administration.



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Year 3 iPad Use Agreement 2023

See the full St Luke's ICT Student Usage Policy on our school website:

<https://www.stlukeswoodvale.wa.edu.au/policies-and-handbooks>

I have read and understand all the information given and agree to follow these guidelines. (Student and Parent to complete below)

STUDENT NAME			
YEAR		CLASS	
STUDENT'S SIGNATURE		DATE	
PARENT'S SIGNATURE		DATE	

Please sign this agreement form to indicate your support of the Information and Communication Policy for the use of the Internet and school equipment for St Luke's Catholic Primary.

Please return this page to your teacher to be kept on file.



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STUDENT ACCEPTABLE USE POLICY YEAR 4 – 6

Students understand that at St Luke's, ICT is utilised to support learning. Inappropriate or unlawful use of ICT will result in a loss of access to digital devices.

St Luke's Primary School is committed to ensuring that all students are aware of standards for the use of ICT within the school environment. This agreement relates specifically to the school's BYOD 1:1 iPad program.

The school has identified acceptable and unacceptable use of ICT and is committed to regularly updating this policy. The following procedures outline the commitment the students will make to the school when using ICT.

Acceptable Use of my iPad

I will

- bring my iPad to school each day fully charged and ready to assist me with my learning
- leave the iPad charger at home
- ensure that the iPad is password/code locked
- take care at all times with my iPad including keeping it closed and walking carefully when carrying it with two hands
- keep my iPad inside my school bag to and from school, including when I am waiting for school to begin or waiting to be picked up at the end of the day
- maintain the Catholic Ethos of St Luke's Catholic Primary School if choosing to install backgrounds or wallpapers.
- seek the teacher's permission before sending any form of electronic messaging
- regularly update and maintain storage levels
- use device for my sole usage and purpose, hence, not loan my device to another student without permission by the teacher
- iPads and covers must remain free of any writing, drawing, stickers or labels except for name tags
- keep food and drinks away from my iPad
- immediately report any breakages and accidents that occur at school with my iPad so that a staff member can notify my parents.

I understand that the Internet is a public place and I must learn how to become a responsible digital citizen.

Unacceptable Use

I will not

- be careless with what I put on the Internet because it becomes part of my digital footprint forever
- download any apps at school
- use another person's password and I will keep my passwords private
- share my personal information such as my name, address, phone number on the internet



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- look at anything that is inappropriate and if I do see something that is inappropriate, I will tell an adult rather than share it with another student
- visit any app, site or download any information that has not been approved by the teacher
- plagiarise by using other person's information without acknowledging their intellectual property
- access Social Media Platforms that are not regulated for classroom use by the teacher
- say anything online that I would not say face-to-face to someone
- engage in messaging that is negative or get involved in anything that make me feel scared or uncomfortable
- use online names that are offensive
- put photos of myself or others on the Internet without permission.

When the student leaves the school or graduates from Year 6 all data will be erased from the device and St Luke's Catholic Primary School will not be held responsible for any loss of personal data.

If there is a breach of procedures, I acknowledge that the school has the right to:

- initiate consequences of negative and/or inappropriate use
- confiscate my iPad and notify my parents
- seek legal advice where required.

Loss or Damage:

In the event of loss or damage, students must immediately report the incident to their teacher and parent. The classroom teacher will then fill out an iPad Incident Report form with input by the student/s involved.

Parent/Guardian of the student will be notified and responsible for the repair/replacement of the damaged or lost iPad promptly in order for your child to fully participate in the learning activities ensuring minimal disruption to your child's learning. All iPads are to be fully insured.

Social Media

Any issues regarding the students' use of Social Media outside of school hours is not the responsibility of St Luke's Catholic Primary School. Parents are encouraged to refer to esafety.gov.au for support in this matter.



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Year 4-6 BYOD iPad Use Agreement 2023

See the full St Luke's ICT Student Usage Policy on our school website:

<https://www.stlukeswoodvale.wa.edu.au/policies-and-handbooks>

I have read and understood all of the information given and agree to follow these procedures. I have read and discussed this agreement with my parent(s); and accept the terms by which I shall use my iPad at St Luke's Catholic Primary School.

STUDENT NAME			
YEAR		CLASS	
STUDENT'S SIGNATURE		DATE	

I support the school in the use of ICT for educational purposes and agree to discuss appropriate uses of the Internet with my child. I acknowledge that any breach of this policy will be directed to the Assistant Principals and I will be notified of the course of action that will follow.

I agree to safeguard passwords and ensure that my child's iPad is adequately insured against theft, loss and accidental/deliberate damage.

I give permission for the class teacher or ICT coordinator to enrol my child's iPad into the St Luke's Mobile Device Management Program in order to manage my child's device whilst at school.

PARENT'S SIGNATURE		DATE	
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Please return this page to your teacher to be kept on file.



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iPad Incident Report Form

DATE: _____

Please indicate by circling which of the following applies:

- iPad Lost
- iPad Stolen
- iPad Damaged
- iPad Requires Repair

Outline of incident:

Action:

STUDENT NAME			
YEAR		CLASS	
STUDENT'S SIGNATURE		DATE	
PARENT'S SIGNATURE		DATE	