



ICT PROCEDURE

1. Purpose

Information and Communication Technology (ICT), and in particular electronic media including the internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The internet offers great educational opportunities when used responsibly. Using electronic media allows us to communicate with people all over the world and research interesting topics. Queen of Apostles have developed school rules for using electronic media to protect students and the school from harm. All students must follow the school rules. As students in a Catholic school, it is our responsibility to use electronic media in a positive way to help spread the 'Good News' of Jesus. We do this through our words and actions. Our communications must always be truthful and respectful of other people.

Sources of Authority	
CECWA Policy	COMMUNITY
Executive Directive	CODE OF CONDUCT

2. Scope

Staff and Students

3. Definitions

Information and Communication Technology (ICT) encompasses all computer hardware, software, systems and technology (including the internet, email and social media) and communication devices in facilities that may be used or accessed from a school campus or connected to a school's communication network.

4. Guidelines

1. Students understand that the use of Queen of Apostles' School ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.

2. The acceptable and unacceptable use by students of the ICT are listed below.

2.1 Acceptable use includes:

- following teachers' instructions

- accessing only the information the teacher has agreed to. If students find anything on the Internet that makes them feel unsafe they must click on BACK or turn the monitor/iPad off and tell their teacher
- being polite and courteous when making comments on SeeSaw
- researching information for a topic or assignment given by the teacher using appropriate search engines
- 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

2.2 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 any file belonging to others
- downloading anything without the teacher's permission
- disclosing to anyone via the Internet their name address, telephone number or any other private information
- sending a personal photograph without the written permission of a parent
- sending anything without the teacher's permission
- sending or receiving a message using messaging apps on the school premises
- using technology to intimidate, bully or harass others

5. [Appropriate Use of Electronic Media Contract \(Appendix 1\)](#)

Conditions for Appropriate Use of Electronic Media

The following conditions have been decided upon to regulate the use of electronic media, including the Internet and email, by students attending Queen of Apostles School.

Queen of Apostles School cannot control all of the information available on electronic media and is not responsible for other people's actions or the quality and content of information available.

The school will have procedures in place to enable students to:

1. know that the privacy of others must be respected at all times and that accessing other person's files is not allowed
2. know that any misuse of electronic media is to be reported to staff immediately
3. access school approved apps through JAMPF
4. have a clear understanding that there are Internet sites that should not be visited
5. not copy or print articles without permission from a teacher

The student will:

1. ask permission of the teacher before going online

2. check with the teacher before going to a site or link if uncertain about that site
3. not deliberately access offensive or inappropriate information
4. not use electronic media to send / receive a message whilst at school either through an email or a messenger app
5. not divulge their own or any other student's personal, family or school details of any kind without permission of the teacher
6. search only the relevant topic
7. be required to follow the copyright rules for any information used

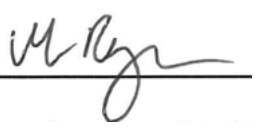
Teachers and Parents need to:

1. support one another to encourage the student to use electronic media in an appropriate manner
2. be advised that inappropriate use of electronic media can be a violation of local, state, federal and international laws. Violations can lead to prosecution.

Consequences for inappropriate use

The use of electronic media in a school is a privilege, not a right, and inappropriate use will result in temporary or permanent cancellation of this privilege. In addition, further disciplinary action may be imposed. This may lead to the exclusion of a student who repeatedly breaches these rules or where the impact of a single breach of the school rules is significantly damaging to another individual or the school.

Access to electronic media is conditional on this contract being signed by the student, parent and class teacher

Authorised by	Mark Ryan	Signature:	
Written	2015	Review Date/s:	2019 2021 2022 2025
Effective Date:	March 2025	Next Review:	Feb 2027



Appendix 1:

INFORMATION TECHNOLOGY CONTRACT

Please sign and return this contract once you have read and discussed the Queen of Apostles IT Policy with your child/children. The IT Guideline can be located on the school website: www.qoa.wa.edu.au

I have read and understood this contract and agree to these guidelines and consequences.

Students Name	Signed	Date
Parents Name	Signed	Date
Teachers Name	Signed	Date

I have read and understood this contract and agree to these guidelines and consequences.

Students Name	Signed	Date
Parents Name	Signed	Date
Teachers Name	Signed	Date

I have read and understood this contract and agree to these guidelines and consequences.

Students Name	Signed	Date
Parents Name	Signed	Date
Teachers Name	Signed	Date

ATTACHMENT

Important Statutes which are applicable to students' use of School ICT include:

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education

sexual harassment and racial harassment in the workplace and in educational institutions

This Act promotes

community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.