



ST LUKE'S CATHOLIC PRIMARY SCHOOL
INFORMATION AND COMMUNICATION TECHNOLOGIES
Parent Information Letter

Inclusiveness
Forgiveness
Service
Attentiveness
Courage
Loyalty
Personal Best

Information and Communication Technologies - Student Code of Conduct

Dear Parents,

St Luke's Catholic Primary School recognises that student instruction and student learning are changing as telecommunications and other new technologies alter the ways in which information may be accessed, communicated and transferred through online services.

This school also recognises that electronic information research skills are now required as essential knowledge for members of our society and as future employees. We are committed to ensuring that our students are equipped with these skills by actively supporting their access to the widest variety of information resources together with the development of appropriate skills to analyse and evaluate such resources. However, access to these resources and the opportunities it provides is a privilege and not a right. Access entails responsibility. Accordingly, School Council has developed an Information and Communication Technologies Policy based on Catholic Education Commission of Western Australia Guidelines. Information and Communication Technologies (ICT) refers to Internet, Intranet and E-mail.

The Role of Students

Students are responsible for good behaviour on school computer networks as detailed in the School's Student Code of Conduct relating to the use of ICT. Individual users of the school computer network are responsible for their behaviour and communications over those networks. Due to the school's obligations regarding software licensing agreements and the need to maintain a secure and safe educational environment, students are not permitted to bring software (CDs or floppy disks) from home for use at school. It is expected that students will comply with these standards and will honour the attached Code of Conduct which they will sign or have signed on their behalf.

Students who choose not to adhere to the Code of Conduct may have their access to electronic communication and/or the school network withdrawn.

The Role of Parents

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. The school expects that these standards will be in accordance with the School Charter, Student Code of Conduct and other general policies.

The Role of School and Staff

Staff will incorporate use of ICT throughout the curriculum and teachers will provide guidance and instruction to students in the appropriate use of such resources. Staff will assist students to access information to support and enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students. The school undertakes to implement the attached Information and Communication Technologies Policy

and will endeavour to provide appropriate physical and financial resources to enable safe, educationally relevant access to electronic communication for staff and students.

The school undertakes to ensure that information published on the Internet by students or the school under the school's name, meets legal requirements and standards of general practice within the community in relation to copyright and safety.

Student Access

The school network is provided for students to conduct research and communicate with others. Access to network services is provided to students on the condition that they act in a considerate and responsible manner.

Social Networking (email, text)

Students who access social network sites should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libellous, demeaning, or derogatory pictures or comments about others, especially students, staff, and the school, are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. Students are expected to adhere to the guidelines and criteria of use of all other social networking sites as set out by those entities.

Students should associate these forms of social networking groups consistent with healthy, pro-social activities and the mission and reputation of the school, acting with sensitivity within the context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.

Email Etiquette

As a rule, one should never say something through email that he/she would not say in person or would be embarrassed to see printed in a newspaper. In addition, personal or highly charged exchanges are best handled in person. Generally, email should be reserved for the exchange of information and not for emotional correspondence. Anonymous email is prohibited. Remember that when a student sends email, he or she is acting as an ambassador of the school. The correspondence should be courteous and appropriate.

Users may not send out bulk email, including chain letters, advertisements, or any other message that includes many different recipients without their consent. The school reserves the right to access or investigate student emails where there is reasonable cause to suggest it has been used inappropriately.

Mobile Devices

Student access to mobile devices will be provided in a supervised environment in order to achieve improved learning outcomes for the students. Use of these mobile devices are subject to the ICT Code of Conduct document.

While the school's expectations regarding the use of the internet are already clearly understood by students and the use of CathEdNet cache reduces risks, it is still possible that students may encounter electronic information resources which have not been screened by educators for use by students. While the existing measures offer a level of protection and provide clear protocols for students using the internet and electronic mail, the Code of Conduct

establishes these expectations and protocols in writing and requires students to also accept responsibility for their own behaviour in relation to these issues. The Code of Conduct also clearly outlines appropriate action for students to take in the event of coming across unsuitable material.

From the beginning of each year, all students must have a signed ICT Code of Conduct. For students in Year 1 - Year 3, this Code of Conduct is to be signed by parents on their behalf and for students in Years 4 - 6 it is to be signed by both parents and students. Your permission through the signed Code of Conduct will be required for students to be able to access the school network. We ask for your support in discussing this matter with your child and returning the signed agreement to your child's teacher **ASAP**. If you wish to discuss this matter, do not hesitate to contact the undersigned.

David Hunter
Principal



**ST LUKE'S CATHOLIC PRIMARY SCHOOL
INFORMATION AND COMMUNICATION TECHNOLOGIES
STUDENT CODE OF CONDUCT
YEAR 1 - YEAR 3**

- Inclusiveness
- Forgiveness
- Service
- Attentiveness
- Courage
- Loyalty
- Personal Best

St Luke's accesses software for filtering Internet web sites against inappropriate or unsuitable material.

Parent/Guardian Agreement

I agree to allow my child to access Information and Communication Technologies (including teacher-reviewed Internet sites) at St Luke's Catholic Primary School.

- I expect my child to take great care with the computer equipment at the school.
- I expect that adequate supervision will always be available when my child is using Information and Communication Technologies.
- I have explained to my child that he/she should turn the monitor off and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time (inappropriate material).
- My child is aware that he/she should never give out personal information, including their phone number, last name or home address when using the Internet.
- I understand that using Information and Communication Technologies at St Luke's Catholic Primary School is a privilege, not a right.

I agree to follow the above rules and am aware that breaking them will result in loss of my privilege to use computers and mobile devices at school.

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Please return to your child's classroom teacher.

Date: _____

I give permission for _____ to use Information and Communication Technologies at school for educational purposes in accordance with the Student Agreement.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Signature:

Parent/Guardian Name:



**ST LUKE'S CATHOLIC PRIMARY SCHOOL
 INFORMATION AND COMMUNICATION TECHNOLOGIES
 STUDENT CODE OF CONDUCT
 YEARS 4 - 6**

- Inclusiveness
- Forgiveness
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- Attentiveness
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Student Agreement

I agree to use Information and Communication Technologies at St Luke's Catholic Primary School in a responsible manner, but if I find myself in unsuitable locations I will immediately click on the Home button OR turn the device off and immediately inform the teacher.

I will:

- take great care with the equipment at school.
- not bring software from home for use at school.
- only work on the internet for purposes specified by my teacher and make no attempt to access inappropriate material.
- not give out personal information such as my surname, address, telephone number, parents' work address/telephone number.
- never send a person my picture (or picture of others) without first checking with my teacher.
- always have my teacher's approval before sending e-mail/chat.
- not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
- not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- not use the internet to frighten, intimidate or annoy another person.
- follow school guidelines and procedures when preparing materials for publication on the web.
- remember that using Information and Communication Technologies at St Luke's Catholic Primary School is a privilege, not a right.

I agree to follow the above rules and am aware that breaking them will result in loss of my privilege to use devices.

✂ -----

Student Name:

Student Signature:

Parent/Guardian Agreement

I agree to my child using Information and Communication technologies at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Date: _____