



CHRIST THE KING SCHOOL

York Street, Beaconsfield 6162, Western Australia
PO Box 213, South Fremantle 6162, Western Australia
Telephone: 08 9487 9900
Email: admin@ctk.wa.edu.au

ICT USE BY STUDENTS POLICY

Updated - 2021

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.

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 CtK, ICT is utilised for education purposes only.
2. At CtK, 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.



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5. Students' personal devices (e.g smart watches) etc. must be used for their primary purpose (e.g telling the time). The additional functions must be disabled, or the device must be left at the office.
6. If a student brings a mobile phone to school, this be left at the office on silent, and not in the student's bag.

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 recommended 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 recommended 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.
See the full Christ the King ICT Student Usage Policy on our school website:

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 Christ the King, ICT is utilised to support learning. Inappropriate or unlawful use 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 ensure it is secure
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 anytime.



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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.

Year 3 iPad Use Agreement 2021

See the full Christ the King ICT Student Usage Policy on our school website:

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 Christ the King School.

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