Christ the King ICT Policy

The aim of this document is to ensure that all members of the school community are aware of the policies and procedures when interacting online and using ICT devices.

Christ the King Catholic Primary School has a school wide computer network that supports effective student learning across the school's curriculum. This network also provides student access to the internet and email. It is important that all members of the school community are familiar with the guidelines as outlined below.

Respecting and protecting the privacy of others – Students will not:

- Share their username and password with anyone else.
- Use another student's network account.
- Attempt to change the network in any way.
- Distribute private information in any form (including through emails, photographs, mobile phone, or the internet) about themselves or others.
- Store inappropriate material in their network account.

Respecting and protecting the integrity, availability, and security of all electronic resources including:

- Not installing any software onto school computers.
- Not accessing any proxy sites that attempt to mask or hide their identity or network activity from the school's network security.
- Not hacking or attempting to gain unauthorised access to files or the network of any organisation or individual.

Respecting and protecting the intellectual property of others including:

- Not altering, moving, or deleting files belonging to others.
- Not plagiarising, copying, or presenting as their own, the work of others.
- Not infringing or violating copyright laws (including copying and transmitting documents, software, music, games and/or video files) without license or permission.
- Not collecting personal data of users.

Respecting and practising principles for mutual respect including:

- Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming, or attacking others through any digital communication amounts to cyber-bullying and is not acceptable.
- Not accessing, downloading, sending, or displaying offensive, abusive, racist, pornographic, sexist, obscene language, or excessively violent material in any electronic communication.
- Not sending emails that contain information, which is abusive, impolite, offensive, defamatory, inaccurate, or illegal.
- Not sending spam, chain letters, or other mass unsolicited mailings.
- Not accessing sites, applications or files during class time that are not relevant to the lesson and only accessing appropriate sites to complete school-work.

Respecting and protecting ICT equipment including:

- All devices across the school and any peripheral equipment. This also includes interactive white boards, robotics equipment and cameras.

Whole School Community Communication

- The School website will be the primary source of communication with the School community. The school website will be maintained and updated with latest news.
- A newsletter will be emailed to all parents bi-weekly.
- A hardcopy of the newsletter is available on request.
- Social media sites are managed by school staff to publicise events, inform parents and celebrate happenings.
- All routine communication will occur during business hours.
- Web-based technology e.g. parent portals will be activated and utilised as appropriate.
- Only photos uploaded to social media are of your own child.

School Staff Communication to Parents

- Teachers may email parents to request meetings or keep parents informed.
- Teachers may use the BCE Connect app to keep parents up to date with classroom events.
- Teachers may call parents when required to arrange meetings, or keep parents informed.
- Communication Logs may be used on an individual basis where daily communication is required.

Parent Communication to School

- Parents may contact teachers by email, understanding that emails may not be responded to during school hours.
- Important messages should be conveyed directly to the School Office to ensure a timely response.
- Teachers will respond to parent emails in a timely manner, but not usually outside business hours.

Discipline Procedures and Restorative Justice

- Students will be given a user agreement yearly to be discussed with their classroom teacher and signed by the student.
- If a student breaches their user agreement, their device will be confiscated for an appropriate amount of time, negotiated with the classroom teacher.

Safety

- If students believe they have been exposed to inappropriate content at school, they are to report it to their classroom teacher immediately. If anonymity is an issue, use the Online Incident Response Form found at the office.
- If further e-safety support is required outside of school hours use the following links: Kids Helpline, Office of the eSafety commissioner, eheadspace and parentline.

Review

This policy will be reviewed yearly at the beginning of Term 4.

Review Date: 1/8/23