



## ST CLARE'S SCHOOL

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### **Acceptable Use Policy (AUP)**

Information and Communication Technology (ICT), and in particular 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 we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. If we do not follow school rules, it also can be harmful to us as we can access or send inappropriate material. As students in a Catholic school we must remember our responsibility to use email and the Internet 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.

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

1. St Clare's School strives for educational and technological excellence by integrating the use of technology with best educational practice. At St Clare's, ICT is provided for educational purposes only.
2. The school's fully networked system of computers will be used by the students to create, store and publish their work. The Internet allows students to access information, become involved with other students through online projects and to share what they have discovered.
3. St Clare's access to the Internet is via the CathEdNet gateway provided by the Catholic Education Office of WA. This is a filtered system, which provides a safe environment in which children can access the Internet.
4. As we introduce students to the Internet, we believe a partnership between parents, students and the school should develop and grow. We also believe that the access we are giving is a privilege and not a right and therefore there are responsibilities for all involved.

5. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school computers by students, including emails.
6. Students shall be made aware that access to ICT, particularly the Internet and email, can expose them to inappropriate material or potential harm.
7. An Acceptable Use Policy identifies acceptable uses of the St Clare's Catholic Primary School network and the Internet, and those, which are not. These guidelines are provided here so that you are aware of the responsibilities you are about to accept.

## PROCEDURES

1. Students understand that the use of St Clare's ICT is a privilege. This privilege may be lost if a student uses ICT in an unacceptable way.
2. The acceptable and unacceptable standards of 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
- Being polite and courteous when emailing
- Seeking the teacher's permission before sending an email
- Using appropriate language and checking your spelling and punctuation before sending (remember you are representing our school)
- Researching information for a topic or assignment given by the teacher
- Correctly acknowledging the work of others according to Copyright laws
- Respecting the privacy of others including other students and staff members
- Keeping our student logins and passwords private and protected
- Keeping your own identity private and protected
- 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 emails or files belonging to others

- Downloading anything without the teacher's permission
- Sending a personal photograph without the written permission of a parent
- Sending anything without the teacher's permission
- Sending or receiving a message which has a false name or has used another's name without permission
- Sending an email to bully, frighten, annoy or upset a person.

In the circumstance where these regulations are broken, firm and reasonable action will be taken.

For first minor offences a user will lose access to the network or Internet for no less than a week and the parents informed.

For repeat offences a student will lose access for no less than a term and parents will be informed.

Serious offences will be dealt with at the discretion of the Principal.

The decision in such matters of what is inappropriate use and the accompanying penalties is with the class teacher, the principal and the network administrator and their decision is final.

### **Parent Support**

Parents are encouraged to fulfil their role in the partnership by supporting the School's endeavours to educate students in the correct manner of Internet use.

The parents/ carers of each student must sign an Acceptable Use Policy for that student when that student first enrolls in the school if they wish the student to use our computer network, whether on the Internet or not.

<p><b>This form will be valid for the duration of your child's enrolment at St Clare's School. If you wish to revise this document at any stage, please contact the school.</b></p>
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### **St Clare's Web page**

St Clare's School web page – [www.stclares.wa.edu.au](http://www.stclares.wa.edu.au) is a major source of publishing the student's work and activities, and as such, photos appear on this site. Names are NEVER published near photos, and if written work is published, only first names are used.