ST THOMAS OF VILLANOVA SCHOOL
MAREEBA

INFORMATION AND COMMUNICATION TECHNOLOGIES ACCEPTABLE USE POLICY

Definition:
Information and Communication Technologies (ICT) refers to any
1. computer hardware and associated equipment e.g. Computers, cameras, scanners, video
2. computer software
3. school internal network
4. school internet – world wide web and email

Educational Rationale:
St Thomas of Villanova Parish School is committed to providing a technology rich environment for our students. We see the inclusion of ICT as a valuable resource across the curriculum.

The Internet provides a tool for students to research and discover information from around the globe. It provides students with learning opportunities that may not be possible in the traditional classroom as well as catering for different learning styles. The Internet allows our students to link instantly with students from other nations and to discover more about the world in which we live. It provides students with an opportunity to publish their own work for others to share and the opportunity to work collaboratively with others.

The school's email system is provided through Google Apps. Consequently staff and student emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In using the school's email system, staff and students consent to this transfer, processing and storage of that information.

School personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In using the school's email system staff and students consent to such access, use and disclosure.

Student Access to ICT:

Students from P – 7 have individual logins to the local area network as well as the internet. St Thomas's School has ventured into the exciting world of cloud computing. Google Apps provide students with access to a broad range of tools they can use for creating, communicating and sharing, in order to enhance the students' individual learning experience. The individual login consists of a username and password.

Security and Safety Measures:
- Filtering software is in place to prevent access to inappropriate web sites. No filtering is fail-proof, so students are instructed on the process to follow if inappropriate content appears.
- Emails are filtered. Unacceptable language and content will be redirected to a nominated staff member.
- Students are expected to inform teachers of bullying or inappropriate emails they receive or unacceptable websites they find.

School Responsibilities:
- Provide and maintain adequate computer technology.
- Offer a curriculum where ICT is integral and allows for the development of skills, which students will use in the future.
- Provide a monitoring, filtering and virus protection service.
- Monitor the use of ICT, ensuring students and staff rights to privacy and personal wellbeing are maintained.
- Ensure that information published on the internet by students or the school meets legal requirements and standards in relation to copyright and safety.

Students have the right to:
- Use the internet and network for educational purposes.
- Send and receive emails for educational purposes.
- Send and receive emails for personal use provided they comply with the ethos of St Thomas of Villanova School.

Student Responsibilities:
- Students will remember their personal password for access and will not give this information to another student.
- Students will respect the work of others that may be saved and shared via the network or the internet
- Students will send emails with appropriate language and content.
- Students who receive inappropriate email must notify their teacher immediately.

Parent Responsibilities:
- Parents are asked to support the school:
  - In the selection of suitable sites.
  - By discussing privacy and safety issues with their child.
  - By discussing with their children copyright laws.

Staff Responsibilities:
- To supervise Internet usage and email.
- Monitor and teach responsible use of printing.

Breaching the Acceptable Use Policy:
If a student misuses the resources provided, appropriate consequences will be negotiated with student, parents and teacher/s. These consequences may result in the following:
- withdrawal of use of computers in the school for a period of time as deemed appropriate.
- withdrawal of internet access for a period of time as deemed appropriate.
- parents notified.

Students and parents must sign the 'Student, Parent ICT Agreement' contract before students can access the school network and Internet.