ICT AND SOCIAL MEDIA
RESPONSIBLE USE FOR STUDENTS

1. What are these Guidelines about?
These guidelines support safe and responsible use of Information and Communication Technologies (ICT) and social media.

2. To whom do these Guidelines apply?
These guidelines apply to all students and their parents when:
- using ICT provided by the school
- when using the school's network
- when accessing social media
They are intended to be used as a teaching tool about safe and mature digital citizenship.

3. What is the purpose of school-based ICT
The purpose of ICT at Catholic Education Diocese of Parramatta (CEDP) schools is to:
- enhance student learning opportunities
- promote student achievement
- support student - school communication

4. Some important ‘Dos’
I have computers and other ICT tools to help me learn. I should treat ICT and the school network as tools to be shared for the common good.
When I use ICT I should:
- use the computer or mobile device to for my learning
- keep my password safe
- study and research for information relevant to my subjects
- use the files, programs, internet or email shown by my teacher
- look after the technology and related area
- ask the teacher if I'm not sure how to use ICT
- tell the teacher if I learn something interesting
- ask for permission if I'm unsure about sharing information with people over the internet
- complete tasks and assignments set by my teacher
- use my school provided username, password and email account when accessing the school network and communicating with teachers on-line

Respect others:
- share the computers and resources so everyone can learn
- write the author's name when I use information and pictures from the internet
- treat others the way I'd like to be treated
**Keep safe online:**
- keep my password safe and secret - even from friends
- tell the teacher if I see something that I think is wrong or makes me feel unsafe
- tell the teacher if I come across something inappropriate
- use the files, programs, internet or email as shown by my teacher
- ask the teacher for permission to use my own USBs or storage devices

5. Some important ‘Don’ts’
I should never use ICT or the school network disrespectfully, dishonestly or unlawfully. For example I should never:
- say or do things that I wouldn't like others to do or say to me
- use social networking (like Facebook, Beebo, Twitter, YouTube) unless guided by my teacher
- use social networking until I am 13 years old or have the teacher's permission
- access sites meant for people in older age groups than me
- give my password to anyone except my parents or teacher
- use the network to download pictures, movies or music for personal use
- copy other people’s work and pretend that it's my own
- say anything untrue about others
- bring computer software from home without permission
- share my full name or send my photo without permission from the school
- share other people's full name or send my photo without permission from the school
- share information that identifies my school without permission from the school. Eg photos of students in school uniform
- change any computer or network security settings

5. Some important ‘Don’ts’ (continued)
- grant access to unauthorised users
- bully, harass, make derogatory or untrue remarks that embarrass others
- spam or mass mail
- inspect, modify, distribute or copy any data, files or software (apps) that is owned by the CEO or school
- use the network to download images, movies, music or applications for personal use
- use other peoples accounts to access ICT services
- upload information to the internet that I do not have permission to use (eg music in videos)
- permit apps or sites to gather information about me (eg contact details, location information) without teacher approval

6. Monitoring
The classroom teacher can usually see how students use ICT to help us with our learning. Authorised staff may also monitor use of ICT, the network and social media. They do this to make sure that:
- students' learning is supported by relevant, engaging, accessible, challenging and holistic practices
• the school’s responsibilities towards students and others are fulfilled in accordance with law and Church teaching

7. Consequences
If I break these rules:
• I may not be allowed to use the computer or ICT
• my teacher may tell the principal or my parents
• The School Behaviour Code, Student Charter and the Behaviour Management Policy will apply
• In some cases the Suspension, Transfer, Expulsion and Exclusion Guidelines may apply.

8. Agreement

Student

I have read and understand the rules for using the school's ICT.

Student name: ____________________________ (please print)

Student signature: ________________________ Date: ____________

(If you are under the age of 18, a parent or guardian must also read and sign this agreement, see over page.)

Parent/Carer

As the parent/carer of this student, I have read the Responsible Use of ICT and Social Media Procedures and these Guidelines.

I understand that school supplied ICT are educational resources provided to enhance the education of all children at Catherine McAuley.

I recognise that the school will use its best efforts to supervise children in their use of educational resources.

I also recognise that it is impossible to completely restrict access to controversial materials.
I hereby give permission for my child to be given access to ICT by the school, including access to email and the internet.

Parent name: ________________________________ (please print)

Signature: ________________________________ Date: ____________

Nov 13