Rationale

The information and communication technologies provide students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Aims

- To improve student computer usage abilities and skills
- To allow all students access to information and communication technologies
- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills in discriminate and effective internet usage

Implementation

- Only licensed software that has been purchased or approved by the computer coordinator can be used on equipment owned by the school

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.

- A computer coordinator is appointed, who liaises with staff and technicians to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.

- The school undertakes to ensure that information published on the internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

- Students email access will be through a class mailbox under teacher supervision.

- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.

- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users (e.g. parents) for specific purposes only (e.g. in-services).

- All students are to be responsible for notifying their teacher of any inappropriate material so that access can be blocked.

- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.

- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.

- Signed parent and student consent is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.

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- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used.

- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.

Evaluation
This policy will be reviewed as part of the school's three-year review cycle or as required.
This policy will be published on the St Mary's Catholic Primary School website.

Review/Ratification

Year of review	SIRF Committee Responsible	Ratified By / Date (Month/Year)
2012	School Board	School Board – November 2016
2019	Teaching and Learning	

Next Review: 2019

Learning in Faith & Love

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