

Stella Maris ICT Policy

Information and Communication Technologies (ICT)

Purpose:

To establish guidelines, procedure, protocols and expectations for appropriate use of Information and Communication Technologies for staff and students.

Policy:

School Information and communication technologies are provided by the school to:

- Support and enable the effective administration of the school meeting the communication needs with the school community and administrative needs and requirement of the Ministry of Education and other agencies
- Support and enhance the professional learning, planning and teaching of the Stella Maris Teachers
- Enhancing the educational outcomes of the students including appropriate access to electronic mail, the internet, the school's network and associated hardware and software.
- Enhancing and enabling effective communication via electronic mail, audio /audio visual communications (including school telephone systems, facsimiles machines and mobile phones etc), school website and other technologies deemed suitable by the principal.

The school will endeavour to provide a safe and appropriate working and learning environment, including the use of ICT.

To provide a safe environment the school will:

- Provide suitable guidance for students and staff via procedures and agreements
- Provide training and education in appropriate use and suitable strategies for teaching and learning
- Apply an appropriate level of filtering and monitoring as defined by the principal
- Enact suitable intervention and, if required, discipline measures to ensure the safety of the students, staff and school infrastructure and resources, including but not limited to stand down or exclusion.
- Enact suitable intervention, discipline and or employment measures to ensure the safety of the students, staff and school infrastructure and resources, including but not limited to suspension with or without pay, dismissal and/or prosecution at the discretion of the board or their nominee.
- Have students, parents and teachers sign the school's BYOD agreement
- Implement suitable support procedures and strategies to maintain the continuity of access to:

- Hardware
 - Software
 - Network/internet connectivity
 - Communications mediums
 - Data
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- Suitably back up and archive electronic information to meet the school's requirements for archiving and disaster recovery.
 - Protect student and staff privacy.

Appendix 1

Stella Maris BYOD Agreement

Appendix 2

Stella Maris Information Communication and Technology Agreement



Stella Maris Catholic Primary School Bring Your Own Device (BYOD) Memorandum of Understanding

Agreement between Stella Maris Catholic Primary School and students and parents/guardians of the participating students.

This agreement’s purpose is to identify the aims of the program and responsibility for appropriate use and care of these technologies.

Guidelines for BYOD:

1. The device is the responsibility of the student.
2. Security measures for safe storage are provided, but ultimately the device is the responsibility of the student.
3. The device is covered by the owner’s insurance. The school can not be held responsible for loss or damage to the device.
4. The purpose of the device is to support the student’s learning.
5. The device is used at the class teacher’s discretion and with the class teacher’s knowledge.
6. The school may not be able to support any technical issues and/or upgrades of the equipment/device.
7. Conditions of the school’s Internet Use Agreement with students apply.
8. The internet will only be accessed via the school wifi.
9. No software downloads or updates will be carried out at school without prior approval.

Students responsibility:

The students will respect and protect themselves, their peers and the technology by how they use and care for these devices. They agree to use these tools for educational use and in an appropriate manner by applying the underlying Marian values of respect and care. Devices will be used safely and responsibly.

Parents/Guardians responsibility:

The parents/guardians support and encourage the learning of their children by supporting the school’s and their children’s use of appropriate information and communication technologies. They will support the acceptable use agreements developed by the students and the school as key members of the learning partnership. They will reinforce the expectations of care and appropriate use.

Acceptance of shared responsibility:

We, the students, parents and school, understand our responsibilities for the care and use of these technologies to enhance our learning and the learning of our children

Name:	Name:	Name:
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Signature:	Signature:	Signature:
Teacher	Student Signature	Parent Signature
Principal	Date	



INFORMATION COMMUNICATION AND TECHNOLOGY AGREEMENT

A. GENERAL USE OF AUDIO VISUAL EQUIPMENT

As a parent of I understand that Stella Maris resources including computers, are designed for educational purposes and that any violation will lead to loss of all ICT privileges in the school. I also understand that the intentional damage to equipment may result in a bill for the cost of replacement.

Signed Parent /Guardian: Date:.....

B. INTERNET ACCESS PARENT / GUARDIAN AGREEMENT

As the parent of a student, I understand that it is impossible for the school to fully restrict access to controversial materials on the Internet. I realise that ultimately, it is each student's responsibility not to initiate access to such material and to use the ICT resources, including the Internet for school related work only. I hereby give permission for my child to be given access to the Internet.

Signed Parent / Guardian:..... Date:.....

C. INTERNET ACCESS STUDENT AGREEMENT

Name of student.....

I understand and will abide by the conditions and rules as set out in the Stella Maris ICT Agreement. I further understand that there will be consequences, including the loss of all ICT privileges in the school should I violate any of these conditions or the trust and responsibility that is given to me with regard to ICT.

Signed (Student)..... Date:.....