



**Catholic Education**  
Diocese of Rockhampton

# **ICT Code of Practice**

## **Child/Student**

### **Early Learning and Care – Year 2**

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## 1. Introduction for Parents

The purpose of Information and Communication Technologies (ICT) at <....insert school/service name here....> is to:

- enhance student learning opportunities
- promote student achievement
- support student – school communication
- <...schools/services add more here if required....>

The use of ICT within schools/services should be safe, responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Code of Practice.

This ICT Code of Practice applies to the use of all school/service related ICT for educational purposes, whether provided by the school or the student.

Parents/guardians must read and sign this ICT Code of Practice after discussions with their child. It should then be returned to <...insert school/service details here...>.

## 2. Definitions

The following words are commonly used within this Code of Practice and are defined as follows to assist you in reading this document:

**“Catholic Education”** means The Roman Catholic Trust Corporation for the Diocese of Rockhampton trading as Catholic Education Rockhampton. Catholic Education includes the Diocesan Catholic Education Office (DCEO), Catholic systemic schools, services and work sites in the Diocese of Rockhampton.

**“Student”** means persons (children) enrolled within a Catholic Education school/service within the Diocese of Rockhampton.

**“Information and Communication Technologies”** (ICT) means any electronic devices or services which allow users to record, send or receive information, in audio, text, image or video form. These devices or services may include but are not restricted to standalone and networked:

- computer systems and related applications such as email and internet;
- social media;
- mobile devices;
- communication equipment;
- output devices such as printers;
- imaging tools such as video or still cameras;
- audio tools such as audio recording devices;
- software applications and externally provided electronic services.

**“Social media”** means websites and applications and any other service or device which enable a user to create and share content or to participate in social networking.

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### 3. ICT Code of Practice for Students

At <....insert school/service name here....> we have technologies to help us learn.

These may include:



<...schools/services add more here if required....>

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#### 4. **Acceptable Uses**

When we use technology I should:

##### **Keep yourself cyber safe**

Keep my password safe



Tell my teacher or grown-up if I see something that makes me feel unsafe



##### **Respect others**

Share the technology and wait for my turn



##### **Respect resources**

Use the technologies safely



Use the files, programs, internet or email as shown by my teacher



Take care of the technologies



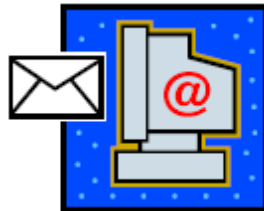
## 5. Unacceptable Uses

I should NOT:

Say unkind things about other people online

I should NOT:

Share my full name, date of birth / age or send my photo using technologies without teacher/parent supervision.



I should NOT:

Use internet social networks, online chats, discussion groups or mailing lists without teacher/parent supervision.

## 6. Consequences

If I break these rules:

I may not be able to use the technologies.



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## 7. Google Apps for Education – Advice for Parents

- 7.1 All students in Rockhampton Catholic Education and 15 other Catholic Dioceses in QLD and NSW have access to a very powerful collection of educational tools - Google Apps for Education (**GAFE**).
- 7.2 All students have access to this collaborative Virtual Learning Environment (VLE) which includes:
- email
  - calendars
  - google documents
  - presentations,
  - blogs,
  - spreadsheets,
  - forms,
  - groups,
  - sites,
  - maps and
  - video.
- 7.3 Catholic Education Rockhampton provides email, document creation and online storage for learning through the Google Apps for Education service.
- Emails, email account details and data 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 and Google Applications students (with parent permission) consent to the transfer, processing and storage of that information.
- 7.4 The CENet Agreement with Google and the actions taken by Dioceses to establish ICT Codes of Practice will ensure the protection of personal information in accordance with national privacy, data usage, and data security guidelines.
- All advertising is disabled for education users to ensure that there is no tracking of school emails or web browsing.
  - All mail is automatically scanned to perform spam filtering, virus detection and to block inappropriate content.
  - Authorised staff within Catholic Education will have the ability to access, monitor, and audit emails and associated data as well as internet sites visited for the purposes of managing the system and ensuring its proper use.

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## Parent/Guardian Letter of Agreement



Parent or Guardian of \_\_\_\_\_ (name)

As the parent or guardian I have read and discussed the ICT Code of Practice with my child. I understand that these ICT resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial material when using technologies.

I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school. I am also aware that ICT Cloud service providers used by the Diocese may transfer, store and process emails, email account details and data outside Australia.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTE:** Failure to sign and return this agreement to your school/service will result in loss of access to ICT.