



Student Duty of Care

Information and Communication Technology (ICT) Policy and Procedures

Policy Introduction

We are committed to meeting our Student Duty of Care obligations.

Purpose

This Policy describes how St Monica's Primary School, Wodonga promotes responsible and educational use of Information and Communication Technologies (ICT).

ICT can create potentially hazardous situations in the event it is used inappropriately and/or illegally.

Scope

This Policy applies to all staff, volunteers and contractors at the St Monica's Primary School.

Roles and Responsibilities

Staff Responsibilities

Staff must:

- model appropriate behaviour at all times

- ensure all children and young persons understand they will face disciplinary action in the event they misuse ICT equipment and devices
- ensure that children and young persons who do not return their ICT Agreements do not use ICT equipment and devices
- be vigilant in monitoring children and young persons when using ICT equipment and devices
- reinforce to children and young persons the importance of privacy and safeguarding their login details, personal information and the personal information of others
- assist children and young persons if they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs
- deal with all reported and observed incidents of inappropriate ICT use in accordance with this Policy
- ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately.

Policy Statement

Children and Young Persons have the right to learn in a safe environment, including when they have access to ICT to enhance their learning. St Monica's Primary School, Wodonga is committed to the responsible and educational use of ICT and to the protection of children and young persons by providing secure access to these services as part of their learning experience.

It is our policy that:

- the use of ICT be managed through a "whole-of-St Monica's Primary School community" approach involving children and young persons, staff and parents/carers
- ICT education strategies be implemented within the St Monica's Primary School on a continuous basis with a focus on teaching age-appropriate skills and strategies to empower staff, children and young persons and parents/carers to ensure appropriate use
- staff establish positive role models in use of ICT
- appropriate use of ICT
- our ICT policy is reviewed on an annual basis against best practice.

Procedures

ICT Misuse Prevention Strategies

The St Monica's Primary School recognises that the implementation of whole-of-St Monica's Primary School prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICT within our community.

The following initiatives form part of our overall ICT strategy:

- a structured curriculum and peer group support system that provides age-appropriate information and skills relating to ICT use to children and young persons over the course of the academic year
- education, training and professional development of staff in appropriate ICT use
- the regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a St Monica's Primary School community issue
- the promotion of a supportive environment that encourages the development of positive relationships and communication between staff, children and young persons and parents/carers
- all children and young person login details and passwords are to be kept confidential to prevent others accessing their accounts
- access to St Monica's Primary School networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection.
- approval must be sought before connecting privately owned ICT equipment and devices to St Monica's Primary School networks to avoid the risk of malware
- prevention of inappropriate usage by children and young persons including:
 - participation in non-educational activities such as the purchase and/or sale of products or services
 - illegal activities such as threatening the safety of others or engaging in criminal activity
 - tampering with or damaging computer hardware or software
 - making, installing or downloading copies of software that is not licensed by the St Monica's Primary School
- any inappropriate internet sites accidentally accessed, incidents where children and young persons are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation
- appropriate copyright clearance is sought, and the source of any information used or published is acknowledged, to avoid plagiarism
- the St Monica's Primary School reserves the right to monitor, traffic and review all content sent and received on the St Monica's Primary School systems
- breaches of acceptable usage of ICT will result in disciplinary action

- regular risk assessments of inappropriate ICT use within the St Monica's Primary School
- records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate
- statements supporting appropriate ICT use are included in children and young persons' St Monica's Primary School diaries
- posters promoting appropriate ICT use are displayed strategically within the St Monica's Primary School.

Definitions

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- personal computers and laptops
- mobile devices such as mobile phones and tablets
- applications such as email and the internet
- web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems
- imaging tools such as video, still or web cameras and related software
- audio tools such as audio recording devices, iPods, mp3 players and related software
- fax, scanning and copying machines.

Policy Administration

This policy is scheduled for review 3 yearly or more frequently where appropriate. All policies have been reviewed and approved by the relevant Executive Leadership Team member.

Reviewed date: September 2025