How we use ICT at St Joseph’s Alstonville.

ICT means

Computers,

Tablets,

Ipads,

Chromebooks,

our school network,

the internet,
Camera, scanners, interactive white-boards.

At St Joseph’s we use all of these things to help us learn.

Sometimes we use it to communicate with others.

Sometimes we use it to publish our work.
Sometimes we use it to find out things we don’t know.

At school we keep a very close eye on how children use our network. We are able to see what children have been searching for, or sending at school or when they use their school email, user-name and password.
There are some rules I need to follow:

1. I can’t use the ICT equipment at school until my parents and I have signed the schools ICT Agreement Form and returned it to school.

2. I can only the schools ICT equipment for my school work.

3. If I’m not sure if I’m allowed to do something I will ask my teacher.
4. I will only use my user-name and password and I will keep them a secret.

5. I can only go online or use the internet if my teacher says it’s ok.

6. I won’t use the internet for anything that is against the law.

7. I won’t be wasteful and do things like print more than 1 copy or do lots of downloading of things like music, videos and games. I am only allowed to play games which are linked to the school’s moodle.
8. I won’t make it hard for other people to use the equipment by breaking it or disabling it.

9. I won’t go into files that don’t belong to me.

10. I know that the school can easily check everything I do on a computer at school.

11. I am not allowed to do any online social networking at school. (Things like Facebook, Instagram, YouTube, Snapchat etc.)

12. I am not allowed to use emails to be unkind or send jokes. I can only send emails at the right times. I can only go to websites that I am told to.
13. I can’t use the internet, email, mobile phones or any ICT equipment to be mean, rude, bully or hurt ANYONE who is a part of our school or to say bad things about our school.

14. I won’t attempt to look up sites that are unacceptable at school.

15. If I bring my own ICT device to school I can only use it during allocated times. I have to take my device to the office when I get to school and pick it up when I leave.

16. My own ICT device is MY responsibility.

17. I won’t connect my own device to the school network without my teacher’s permission.
18. I will not take photos of other people without permission.

19. I need to know what is on my own device which I bring to school. If it’s at school the staff at school can see what is on my device.

20. I will get a teacher’s permission before I put any personal information online. This means things like
*My name
*My address
*My phone number
*My email address
*Photos

21. I will be very careful with school ICT equipment. I will report all broken equipment to my teacher and I will follow all of the ICT rules.

If I break any of our schools ICT rules I will not be allowed to use ICT equipment at school. I may also have other consequences.
If I break or damage something My parents might have to pay for it.