



# Sacred Heart Primary School Westmead

## Acceptable Use Policy

### 1.0 Rationale

Part of our mission at Sacred Heart is “To acknowledge and accommodate the different stages and styles of student learning in the implementation of the curricula by providing a challenging and relevant curriculum and utilizing appropriate technology.” This policy is a demonstration of our commitment to the development of skills and attitudes in the use of computers and the Internet for staff and students.

### 2.0 Aims

- 2.1 Ensure the safety of users.
- 2.2 Educate students, parents and staff about the acceptable use of computers and the Internet.
- 2.3 Have specific guidelines for the use of Information and Communication Technology.
- 2.4 Establish a procedure in the case of a person breaking their contract of acceptable use.
- 2.5 Educate teachers and parents in what is appropriate and inappropriate use of Information and Communication Technology that is accessed.

### 3.0 Implementation

- 3.1 Acceptable use includes:
  - Developing skills and acquiring new knowledge and understanding.
  - Being responsible for the development of our own learning.
  - Helping others to use the computer to acquire correct information or learn new skills.
  - Developing social skills and correct computer etiquette.
  - Learning to respect the rights and privacy of others.
  - Clicking on home and reporting to the teacher when a site is found which makes the user uncomfortable or which they know they shouldn't be looking at.
  - Following the teacher's directions when using Information and Communication Technology and the Internet
  - Showing a responsible adult an email before sending it.

### 3.2 Unacceptable use includes:

- Accessing sites without educational value in our school situation or which are inappropriate.
- Knowingly engaging in any activity, which may interfere with the working or other use of the Information and Communication Technology.
- Giving out own or other people's personal details including name, address or email address or any other classified information.
- Publishing any teacher or student's photo without their permission.
- Downloading or printing material from web without checking the copyright of the site or acknowledging the source.
- Altering any of the school computer settings, which may interfere with the running of the network.

### 3.3 Consequences of unacceptable use:

- Restricted access will occur immediately.
- Parents will be notified.
- Any further breach will relinquish the students' access to the school's computer system for the duration of their time at Sacred Heart.

### 3.4 Other related documents:-

[Acceptable Use Policy for Students](#)  
[Information and Communication Technology Policy](#)

## 4.0 Budget

No budget is required for this area.

## 5.0 Evaluation

The Principal, with delegated responsibility to Executive members will be responsible for the planning, implementation and review of this program.