

St Monica School B'kara

IT Policy



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Based on the knowledge that

- Computer use is an essential part of education at all levels;
- Internet access will strengthen the communicative and research skills of all students;
- Such research will expand and strengthen the students' knowledge
- Computer use is an integral part of our students' lives;
- Appropriate technology can enrich lessons and make teaching more effective;
- The Diocesan Synod (2009) has recognized the importance of IT media in the contemporary world;

St Monica School B'Kara has invested heavily in IT equipment and services which include:

- Wi-fi available throughout the school building
- Interactive Whiteboard in each Primary Classroom,
- Interactive Whiteboards in the Physics Lab, Chemistry lab and in the Biology Lab,
- Interactive Whiteboards in three Computer Laboratories for use by both Primary and Secondary students,
- Interactive Whiteboard in the Options Room
- A 'Clevertouch' Smart board in each Form 1 & 2 classroom as well as a portable one available for the classrooms on the second floor
- an ICTAC Room which seats 50 students approximately with IT facilities installed,
- IT facilities in the School Hall.

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The Internet Access is content-filtered.

A school web-site www.stmonicabkara.com has been set up and is being developed further and email access links school, teachers, students and parents.

The use of IT must at all times be educational. When use is made of IT resources or Internet access for entertainment purposes, permission must be obtained from the Head of School prior to use. This use must be strictly under the supervision of a teacher / teachers.

- Any illegal use of IT services by either staff or students will result in serious sanctions which may even involve legal action;
- Security on the computer system is a high priority and therefore the school has the right to ban any user/s who is / are identified as a security risk;
- Students can only make use of IT services under the supervision of a teacher / school administrator / school IT technician; □ Any vandalism on the system will be heavily penalized;
- The use of public chat rooms or of social networking facilities is forbidden at school.

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St Monica School B’Kara is committed to the provision of Internet Safety Information

- to parents through Seminars, Computer Awareness Courses and circulars, etc that are passed on to them regularly;
- to students through continual education by means of
 - ❖ Media Education lessons
 - ❖ Various seminars to all classes, Primary and Secondary, about Correct Computer Use and Cybersafety
 - ❖ Frequent reminders that St Monica School B’Kara has a policy of zero-tolerance towards cyber bullying.

The following points are shown as having the utmost importance for the correct educational use of IT facilities and Internet Access:

- Network Etiquette at all times;
- Upholding Personal Privacy – no personal information must be divulged over the Internet;
- Respecting the Privacy of others
- Knowledge that any material put on the web may be viewed by everyone who wishes to do so including parents, friends colleagues, school authority and prospective employers;
- Understanding that St Monica School’s IT System must be safeguarded at all times. Any attempts at compromising this safety will be severely punished.

SMART RULES

S - Safe

Do not give out your name or any personal information when you're online

M - Meeting

Do not agree to meet anyone you have communicated with online A -

Accepting

Do not accept email messages or files from people you do not know

R - Remember

Remember that on the Internet, not everybody really is who he says he is. If you feel uncomfortable when chatting, stop the conversation immediately.

T - Tell

Let your parents or your teacher know if there's something that's worrying you. They will be able to help.

Safe Internet Tips for Parents and/or Educators

Some practical tips for the safe use of the Internet published by the Committee on Communications and approved for publication by the Bishops of the United States at their General Meeting in June 2000:

- Take the time to become educated about the Internet: it is an investment in the safety and health of your children;
- Select an Internet Service Provider (ISP) that provides the option of ISP – filtered access;

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- Put any computer with Internet access in a public area of the house;
- Spend time on the Internet with your child, even if you are only an interested learner;
- Encourage children to think about what they find on the Internet and to ask you if, for instance, they find “Catholic” information that doesn’t sound like what they have learned about the Church at home or in school;
- Focus on the good sites and material available;
- Guide children in how to use email responsibly as a useful part of the Internet;
- Encourage children to bring anything questionable to your attention and praise them for bringing problems to you;
- Caution your children never to give personal information – such as name, address or telephone number – to anyone on the Internet without your permission, and never to send their pictures;
- Tell children not to fill out questionnaires they find on the Internet without your permission;
- Tell children not to respond to any belligerent or suggestive contact or to anything that makes them uncomfortable – and to let you know if anything like that happens;
- Never permit face-to-face meetings with people they meet on the Internet, unless there’s a good reason to do so and you or someone you trust is present;

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- Don't miss the significance of hidden disks – usage of pornographic or hate-filled material tends to be secretive;
- Remind children that these rules apply whenever they use computers at locations outside the school and home e.g. libraries and Internet Cafes
- Above all, communicate. The best protection is good relationships and a healthy Christian family life in which family members talk and pray together.

