

### **Related Policies**

This policy is to be read in conjunction with:

#### **St Clare's College:**

Laptop User Agreement

Laptop Operation Guidelines

#### **The Catholic Education Office Canberra and Goulburn:**

Computer Facilities and External Networks – Acceptable Use available from the CEO Website

### **Rationale/Purpose**

To inform students and parents/carers of the College's requirements in relation to acceptable use of, and access to, ICT resources and networks of the College.

### **Policy**

At St Clare's College students are required to use ICT resources and facilities in a responsible, ethical and legal way in accordance with school procedures and guidelines. The St Clare's College Student Cyber Safety and Acceptable Computer Use Agreement must be signed by both the student and parent before access to College resources can be facilitated.

### **Principles**

The St Clare's motto of 'Seek Wisdom' underpins the College's approach to the integration of ICT and the use of technology. St Clare's is committed to preparing students to be lifelong learners in an increasingly complex information age. The College embraces the goals of The Melbourne Declaration (2008) by striving to support all young Australians to become "...confident, creative and productive users of technology, especially ICT." Accordingly, St Clare's has invested substantial resources into providing students with access to computers including laptops.

The College's computer network, including access to the Internet, is a valuable facility intended for use in teaching, learning, research and administration in support of the College Mission Statement. It represents a significant investment in equipment and support, and as such must be used appropriately.

Appropriate use of the network, including the Internet, reflects high ideals of honesty, integrity, and consideration for others. It demonstrates respect for the intellectual property rights of others, for an individual's rights to privacy, as well as rights to freedom from intimidation, harassment and unwarranted annoyance.

St Clare's College is committed to maintaining a cyber-safe culture which is in keeping with the values of the College, and legislated and professional obligations.

"Cyber bullying is commonly defined as the use of information and communication technologies to support repeated and deliberate hostile behaviour intended to harm others. It is sometimes used as an extension to other forms of bullying, and can result in the target of bullying experiencing social, psychological and academic difficulties."

(Commonwealth of Australia Cybersmart, 2009)

St Clare's College believes that access to valuable information available on the Internet outweighs the possibility that the user may obtain material which is undesirable, offensive, illegal or of questionable educational value. Students are expected to use Internet resources to enhance their educational, vocational and social development.

Copyright laws protect authors and publishers by giving them certain exclusive rights to their material. In addition, copyright laws provide an environment where the creative future of the nation is protected and promoted. Unauthorised copying deprives authors and publishers of valuable income and reduces the incentive to create new works. In all cases the user may only reprint, download, or copy information in accordance with the provisions of the Copyright Act. (See [www.smartcopying.edu.au](http://www.smartcopying.edu.au) ) Copyright laws also specifically protect software.

### **General Information**

The St Clare's College Student Cyber Safety and Acceptable Computer Use Policy applies to the use of technology including desktop computers, laptops, mobile devices and the Internet, both on and off school grounds.

The College reserves the right to confiscate and check the contents of electronic equipment where there is reasonable suspicion that the device contains material which contravenes College rules such as pornographic, violent or inappropriate images.

The College limits the size of email attachments (the current size limit is 2 Megabytes).

Use of Internet and online communication services can be audited and traced to the accounts of specific users.

The Systems Administrator has responsibility for determining the extent to which software may legally be used.

Students are provided with a personal H: drive and a G: drive for storage of school work.

### **Procedures**

#### **Acceptable Computer and Internet Use**

##### **Access and Security**

Students will:

- ensure that communication through Internet and online communication services accessed at school is related to learning;
- keep passwords confidential and change them when prompted, or when known by another user;
- use passwords that are not obvious or easily guessed;
- never allow others to use their personal account;
- log off at the end of each session to ensure that nobody else can use their account;
- not damage or disable computers, computer systems or networks of St Clare's College;



- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose;
- not change or delete any application or file belonging to another person;
- not, when using laptops or desktop computers at school, download files (over 20 MB) from the Internet without express permission, or download material for private use;
- not initiate or forward emails or other messages containing:
  - a computer virus or attachment that is capable of damaging recipients' computers;
  - chain letters and hoax emails;
  - spam, e.g. unsolicited advertising material.

### **Cyber Safety**

Students will:

- notify their teacher if they receive a message that is inappropriate or makes them feel uncomfortable;
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student;
- not attempt to disguise their identities or transmit information in a way that makes it appear that the information comes from someone other than themselves;
- never send or publish:
  - a message that was sent to them in confidence;
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
  - material that threatens, demeans, bullies or harasses another person or makes excessive or unreasonable demands upon another person;
  - sexually explicit or sexually suggestive material or correspondence;
  - false or defamatory information about a person or organisation;
  - anything that uses the name of the College or its crest, motto, house crests, house mottos or any similar items on personal websites, without the permission of the Principal;
  - video or images of members of the College community without the permission of the people involved.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others;
- recognise that the Internet is a public place and always take care to ensure their safety;
- be careful of statements that might offend people; including the use of offensive language in any document or communication.



### **Privacy and Confidentiality**

Students will:

- never publish or disclose the email address of a staff member or student without that person's express permission;
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests;
- respect the personal privacy of others and never attempt to access others' files and information.

### **Intellectual Property and Copyright**

Students will:

- not plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of information used;
- ensure that permission is gained before electronically publishing the work, in any format, of another person;
- ensure any material published on the Internet or Intranet has the approval of the Principal or her delegate and has appropriate copyright clearance;
- not knowingly pass to another person inappropriate or copyrighted material, including materials on storage devices;
- not illegally copy software from College computers for private use;
- abide by all licensing regulations in relation to using and copying software.

### **Misuse and Breaches of Acceptable Usage**

Students will:

- be held responsible for their actions while using Internet and online communication services;
- be held responsible for any breaches caused by them allowing any other person to use their account to access Internet and online communication services;
- be subject to disciplinary action which includes, but is not limited to, the withdrawal of access to the College network and IT equipment for the misuse of Internet and online communication services;
- be charged for excessive Internet downloads or excessive printing or Internet use or printing for private purposes.

### **Monitoring and Reporting Requirements**

Students will:

- report any Internet site accessed that is considered inappropriate;
- report any suspected technical security breach involving users from inside or outside of St Clare's College.

### **References**

Melbourne Declaration, 2008



Commonwealth of Australia Cybersmart, 2009

International Society for Technology in Education (2010) [www.iste.org/](http://www.iste.org/)

Queensland Government (2010) Smart Classrooms

[education.qld.gov.au/smartclassrooms/strategy/dp/one-2-one.html](http://education.qld.gov.au/smartclassrooms/strategy/dp/one-2-one.html)

<b>Approved by:</b>	Executive
<b>Implementation date:</b>	June 2010
<b>Revised:</b>	April 2016
<b>St Clare's Contact Officer</b>	Network Manager



**Student Cyber Safety and  
Acceptable Computer Use Agreement**

The full policy is available on the College's website at [www.stcc.act.edu.au](http://www.stcc.act.edu.au) or in hard copy upon request.

Student's Name: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

PC Group: \_\_\_\_\_

I acknowledge that I have read carefully the St Clare's College Student Cyber Safety and Acceptable Computer Use Policy and agree to abide by the College's policy.

I understand there will be consequences for any breach of the policy.

Signature: \_\_\_\_\_ (Student)

Signature: \_\_\_\_\_ (Parent/Carer)

Parent/Carer Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

This form must be signed and returned to the Pastoral Care Leader. Computer access may be limited or withdrawn unless the signed agreement is returned.