Acceptable Use of Information Technologies Student Policy

Version: 2019 onwards

ST COLUMBA'S CATHOLIC COLLEGE

ACT JUSTLY

Contents

The connection of **any** electronic device to the **college network** is an acceptance to be bound by the terms and conditions outlined by this agreement.

1. Introduction

The purpose of Information and Communication Technologies (ICTs) at St Columba's Catholic College is to:

- enhance student learning opportunities
- promote student achievement
- support the professional work of staff
- enhance the college's management information and business administration systems
- provide access to online learning environments

The use of these ICTs within the college should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy. This policy applies to the use of all college related ICTs for educational purposes, whether provided by the college or the student.

Both students and parents/guardians must read and sign this policy. It should then be returned to the college.

2. Definitions

Information and Communications Technologies are any electronic device or related system or applications which allow users to record, send, access or receive information, including in textual, audio, image or video form. These may include but are not restricted to:

- computer systems and related applications such as email and Internet
- web-based tools such as discussion forums, chat rooms, blogs, podcasts, social networking sites and instant messaging systems
- mobile devices such as iPods, iPads, mobile phones, PDAs , portable flash / thumb drives
- fax machines
- imaging tools such as video or still camera
- audio tools such as audio recording devices & mp3 players
- the College WiFi (wireless) and network

Other definitions

- Jailbreaking – a process of breaking an Apple device "out of jail" by removing limitations imposed by Apple
- sexting – sending, receiving or forwarding sexually explicit messages, photographs or images, primarily between mobile phones, but can include computers or any digital device
- CEDP is the Catholic Education Diocese or Parramatta.

3. Acceptable uses

Students **should**:

3.1 Respect learning time & resources

- Use ICT equipment and resources for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, email and Internet resources
- Seek advice from a teacher before responding to online prompts
- Delete emails from unknown sources without opening any attachments as they may contain a virus

    During class time;

- Not access or play games on any device unless instructed to by your teacher for the purpose of learning
- Bring iPad (Years 7 – 10) to every lesson and have on desk as equipment, ready for learning

3.2 Respect others

- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as you are expected to follow in real life
- Follow the Netiquette guidelines for online communications at the end of the document
- Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own
- No covertly filming/image sharing/saving of other students/staff without their consent
- Keep iPad well protected in a case/locker for security and to avoid damage. Students must assume that all STCCC bags may contain an iPad or computer. Any damage to iPads by another student will be given consequences and damage will be paid for by the offender

3.3 Keep yourself safe online

- Keep your passwords and personal work secure
- Use the Internet and email for educational purposes only
- Use college provided email accounts, if provided, when communicating online
- Seek teacher advice before providing personal details online
- Always get teacher permission before publishing any personal information or photos online
- Only use online services/apps that are age appropriate. Get parental consent as many websites / apps / games have a 13+ year old age rating
- Turn off all location services except for 'Find My iPad/iPhone' type services

3.4 Ensure that their devices connected to the College and Diocese WiFi, network and internet, are only connected via approved means, which includes enrolment into CEDP & STCCC management systems. Student mobile phones are not to be connected to the CEDP and College WiFi.

4. Unacceptable uses
The following uses of ICTs are considered unacceptable:

4.1 Personal safety
Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage.

You should **NOT**:
- Send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, college address, work address, email addresses, etc
- Meet with someone you have met online without your parent's/guardian's approval and participation.

4.2 Illegal activities
- Students need to be aware that they are subject to laws relating to assault, theft, trafficking, child pornography and computer offences. If they engage in inappropriate and unlawful conduct
- An electronic audit trail may provide evidence of offences.

You should **NOT**:
- Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person's account or accessing another person's files or emails, or use another person's information on the college network. This includes using passwords to the network that have been gained without authorization
- Make deliberate attempts to disrupt other people's use of ICTs
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- Engage in any illegal act, such as threatening the personal safety of others, arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, sexting, bullying etc
- Install or use software which is not licensed by the college.

4.3 Network security
You should **NOT**:
- Provide your username or password to another person or in response to a request via email (even if it looks like the email comes from someone you know)

- Go looking for network security problems, because this may be seen as an attempt to gain unauthorised access to the network
- Post information that, if acted upon, could cause damage to, slow down or disrupt the network.
- Access the network via means other than the prescribed means and processes as defined by the college
- Use a "jailbroken" device under any circumstances on college property. If students have a "jailbroken" device (iPhone or iPad or iPod) they are not to bring it on to college property. If this expectation is not adhered to this could lead to the student being suspended
- Use a "**Jailbroken**" (iPhone or iPad or iPod) device to discover or disseminate college network passwords or other passwords
- Connect any electronic device to the wifi or network unless authorised by the College
- Open e-mails from unknown sources.

4.4 Inappropriate language

Restrictions against 'inappropriate language' apply to public messages, private messages, and material posted on web pages.

Messages sent using the College's ICTs will be monitored and action taken if breeches are found.

You should **NOT**:
- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language.

4.5 Respect for privacy

You should **NOT**:
- Re-post a message that was sent to you privately without the permission of the person who sent the message
- Take photos, live stream, sound or video recordings of people, including background figures and voices, without their permission
- Distribute private information, including photos or recordings, about another person without their permission.

4.6 Respect for others

You should **NOT**:
- Make personal attacks on another person
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending them messages, you must comply with their request

- Send post or share any inappropriate or inaccurate information, comments, images, video or audio about other people or organisations
- Send post or share personal information about other people without their permission.

4.7 Respecting resource limits

You should **NOT**:
- Use ICTs (including wifi and the internet) for other than educational activities and limited, high quality, self discovery activities
- Play games on any device while on site, except for educational purposes and when directed to by your teacher
- Use the network and wifi for downloading excessively – this includes things like file downloads, streaming, web browsing. The College monitors this and there are consequences for defiance
- Post or respond to chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

4.8 Plagiarism and copyright

You should **NOT**:
- Plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user
- Use material from the Internet in a manner that violates copyright laws. Including the downloading of copyrighted materials (not limited to but including music, images, movies and videos)
- Access or use material from the Internet which relates to exam cheating or malpractice.

4.9 Access to inappropriate material

- Attempts to access inappropriate material using the College's ICTs is monitored and logged by the college or the CEDP.

Some inappropriate material may be filtered or blocked by the college or CEDP.

You should **NOT** use ICTs to access material that:
- is profane or obscene (pornography and child pornography)
- advocates illegal acts
- advocates violence or discrimination towards other people
- Participate in online chats, discussion groups or mailing lists that are not relevant to your education
- Access material which is not relevant to your education
- Use the college ICTs to purchase, order or sell any goods

- Privately email/contact a teacher/staff member online or private message on social media sites or be a friend to a teacher/staff member on social media sites. A special exception may be made if the purpose of such access is to conduct educational research and both the teacher and the parent/guardian approve access.

5. Notification

You **should**:
- Disclose to your teacher any messages you receive that are inappropriate or disturb you
- Notify IT Manager if you identify a possible security problem
- Immediately disclose accidental access to inappropriate material to IT Manager. This will protect you against an allegation that you have intentionally violated the College Acceptable Use Policy
- Notify Teacher or Leader of Learning (classroom), or Leader of Mission (in yard/ before and after school / recess & lunch breaks) if you are offended by another person's use of ICT.

6. Consequences of improper use

Any user violation will be recorded and may be subject to the following consequences:
- loss of access privileges for a period of time
- informing parents/guardians
- notifying the Police
- notifying the eSafety Commission - Government
- legal action
- detention or suspension.

7. Netiquette
Netiquette refers to the guidelines and etiquette for online communication

You **should**:
- Ensure that email and online messages are written carefully and politely. You should also try to keep messages short and precise
- Check e-mail frequently and delete unwanted messages promptly
- Use appropriate language. Anything you post online is public
- Be cautious in using humour and satire as they can easily be misinterpreted
- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as you are expected to follow in real life
- Ensure Caps Lock is off when typing text, as typing in all capitals is equivalent to online shouting and be conscious of the use of emojis and punctuation, so as not to cause hurt or harm to others.

8. Tech etiquette
When using your technology at the College you should follow the guidelines below:

- No student should wear headphones while a teacher or staff member is addressing you
- All technology should be placed face down / screens should be 45º angle while the teacher is talking
- Headphones are only permitted to be used in class with the teacher's permission.

9. Training Support and More Information
The Office of Children's eSafety https://esafety.gov.au is a great website to be proactive about being safe online and using technology to enhance learning and your life.

10. Letter of agreement

Student

I have read the Student Acceptable Use of ICT Policy that is on the St Columba's Catholic College website. I understand and will abide by this Acceptable Use of ICT Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or legal action may be taken.

Name: _____   Date: _____

Signature: _____

Parent or Guardian (to be read and signed if student is under 18 years of age)

As the parent or guardian of this student, I have read the Acceptable Use of ICT Policy. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the College, including access to email and the Internet, throughout the time that he/she is enrolled as a student of St. Columba's Catholic College.

Name: _____   Date: _____

Signature: _____

PLEASE RETURN THIS SIGNED DOCUMENT TO THE COLLEGE.