

SAINT STEPHEN'S COLLEGE



ACCEPTABLE USE POLICY FOR ELECTRONIC COMMUNICATION NETWORKS, INFORMATION AND COMMUNICATION TECHNOLOGIES EQUIPMENT AND MOBILE DEVICES

**Acceptable Use Policy
for
Electronic Communication Networks, Information and Communication
Technologies Equipment and Mobile Devices**

A brief summary of this document is made available in the College Student Diary. It is COMPULSORY for students to sign this document before using the College network.

DEFINITIONS

Electronic Communications Networks

This term refers to any system capable of linking computers electronically and includes, but is not limited to, the following: Local Area Networks (College), Wide Area Networks, Bulletin Boards, Electronic Mail Systems, the Internet and the World Wide Web. CDs, DVDs, portable flash drives and hard disks, and other mobile devices, when connected to a computer on the College Network are deemed to be a part of the network and will be treated as such. The contents of such media will be subject to the same scrutiny as the rest of the network.

ICT

Refers to the term 'Information and Communication Technologies'.

User

This term refers to any student enrolled at Saint Stephen's College who chooses to use the Saint Stephen's College Electronic Communication Network to access and use information sources available through said network. It also encompasses students who attend the College but may not be enrolled. Access is conditional on users complying with existing rules and 'Acceptable Use Policies', which are incorporated in this document.

ICT Equipment and Mobile Devices

This term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as portable flash drives and hard disks, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), gaming consoles, and any other, similar, technologies as they come into use.

Cyber-safety

'**Cyber-safety**' refers to the safe and responsible use of the Internet and ICT equipment and mobile devices.

CONDITIONS AND RULES FOR USE

Privilege

The use of the Internet, the College computer network and ICT equipment or mobile devices, whether College owned or personal, is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege.

Monitoring

Saint Stephen's College reserves the right to review any ICT-based material: for example, user accounts, fileserver space, email, ICT equipment, mobile devices or on media brought into the College, in order to determine whether specific uses of the network or ICT equipment/mobile devices are appropriate. In reviewing and monitoring user accounts and fileserver space, the College shall respect the privacy of user accounts. However, inappropriate material may be removed from the network without notification and users found to be using or responsible for such material will have their privilege suspended. The College also reserves the right to remotely monitor student computer screens to determine the relevance of the activities being conducted. Removable media (CDs, USB drives etc) found to be containing inappropriate material may be confiscated to ensure it is not used within the College. Students taking steps to prevent IT staff from monitoring or controlling their computer by methods including, but not limited to, switching off the computer to break a connection will be deemed to be inappropriately using the system.

No Warranties

Saint Stephen's College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Stephen's College will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the College or by the user's errors or omissions. Use of any information obtained via the Internet/Intranet is at the user's own risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be. The College does take steps to thoroughly scan the network and incoming material for items that may compromise the system such as, but not limited to, viruses and spyware. However, no guarantee can be given in respect to this.

Acceptable Use

- i. Access to Electronic Communications Networks and ICT equipment/mobile devices is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, accessing the College's computer facilities and using ICT equipment or mobile devices must be in support of and consistent with the educational objectives of Saint Stephen's College.
- ii. Transmission or downloading of any material in violation of any College Policy (Refer to Anti-bullying Policy) or Federal/State regulation is prohibited. This includes, but is not limited to, copyright material, and threatening or obscene material.

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- iii. It should be noted that it may be a criminal offence to use Electronic Communications Networks and ICT equipment or mobile devices to menace, harass or cause offence to another person. Students who use the Electronic Communications Networks and/or ICT equipment or mobile devices to make personal attacks, to harass another person, or post private information about another person, post negative opinions about the abilities, motives or effectiveness of another person, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language may have their privilege suspended and/or their mobile device confiscated for a period of time decided by the Headmaster, as well as the normal consequences detailed in the College policies. Students should note that, in extreme cases, the College may consider it appropriate to involve the police.
 - iv. Users are encouraged to use the **'School Assembly Rule'** to decide whether the content of messages sent using Electronic Communications Networks and ICT equipment or mobile devices are appropriate. This means that if it would be safe to say it or show at a College assembly, then it should be okay to send or post online.
 - v. Users are expected to abide by the generally accepted rules of network etiquette. These include being polite, using appropriate language and not including put downs / derogatory language / comments in your messages to others.
 - vi. Security on any computer system is a high priority, especially when the system involves many users. Users should protect any passwords to ensure system security and their own privilege and ability to continue to use the system. It is recommended that passwords contain a mixture of characters, including capitals and lower case and numbers eg 1mypass23. Passwords should not be common names, or words that others are likely to guess. Hints should not include pets' names, middle names or other similar information that others in the school or wider community may have access to.
 - vii. Keeping personal information safe **MUST** be a priority. **DO NOT SHARE YOUR PASSWORDS WITH ANYONE.** The decision to share other personal details such as name, address, email address, phone numbers, school name and photos should be made using a cyber-safe approach.
 - viii. It is important to ask a teacher's permission before giving out any personal information, including photos, online about yourself or any other student.
 - ix. Permission **MUST** be sought and attained from any person whose image is photographed or filmed on campus or in College uniform. This is extended to any image or video which is uploaded onto the internet or reproduced in the public domain. Permission **MUST** also be attained from any person intended to be textually profiled, in whole or in part, within any public domain.
 - x. The execution, downloading or copying of software or data (which may include, but is not limited to, executable programmes, music files and video files) from CDs, DVDs, USB Drives, other mobile devices or the Internet onto the College network is expressly denied unless under direct instruction from a teacher. Only the software provided on the College network by the College, in the form of icons on the computer desktop, in the Netware Delivered Applications Window, or in the 'Start' menu, is permitted to be executed. Only data provided through the same means, or constructed by the student him/herself as part of their educational programme, is permitted to be loaded.

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- xi.** The use of Electronic Communications Networks and ICT equipment or mobile devices during class time and College activities is only permitted under the direction of a staff member or with the permission of the staff member involved in the activity.
 - xii.** Students should be aware that ICT equipment or mobile devices that interrupt class time or College activities are likely to be confiscated for a period of time determined by the Head of Year and permission to have the device at school may be revoked. Repeated infringements will result in detentions or suspension from the College. Parents are reminded that in the case of an emergency, the College Administration remains a vital and appropriate point of contact.
 - xiii.** **Students in Preparatory to Year 6** must hand in their mobile phone to their classroom teacher at the commencement of the school day. With permission, a student is able to check their phone during break times; however, the phone shall remain with the teacher until the conclusion of the school day.
Students in Year 7 to 12 may have their phone on their person or locked in their locker. It is recommended that they are never left in a bag or other insecure location. Phones kept on their person must be switched off in class, not on silent, as this is still a potential distraction from learning. Confiscation may be the result of a breach of this expectation.
 - xiv.** While outside class time and on College premises students are expected to use soundless features such as text messaging, answering services, call diversion, vibration alert and headphones to use their ICT equipment or mobile devices.
 - xv.** The use of the Electronic Communications Networks and ICT equipment or mobile devices is a privilege and as such will be used appropriately. This will include:

 - a)** Not intentionally disrupting the smooth running of the Electronic Communications Networks and ICT equipment or mobile devices.
 - b)** Not attempting to hack or gain unauthorised access to any part of the system.
 - c)** Not vandalising i.e. causing any malicious harm, modifying or destroying data or hardware of another user of the network. This includes, but is not limited to the uploading or creating of computer viruses.
 - xvi.** Users may encounter material which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. While filtering of content on the Internet is performed, on a global network it is impossible to screen or filter all content. If this material is found the user will:

 - a)** Not show others
 - b)** Turn off the screen or minimise the window and
 - c)** Report the incident to a teacher immediately.
 - xvii.** Any user caught using Electronic Communications Networks and/or ICT equipment or mobile devices to cheat in exams or assessments will face disciplinary action as sanctioned by the Headmaster, which is likely to include the loss of all marks for the examination or assessment item.
 - xviii.** The College accepts no responsibility for the damage or loss of personal ICT equipment or mobile devices brought to school by students, parents or staff. This includes damage or loss whilst travelling to or from school.
 - xix.** ICT equipment or mobile devices which are found in the College and whose owners cannot be located should be handed in to the Main Administration.

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- xx.** It is the responsibility of College staff to contact parents in situations including illness and suspension. Students should not contact parents directly on their mobile device in these situations.
 - xxi.** Where the unacceptable use of Electronic Communications Networks and ICT equipment or mobile devices outside of the College is deemed to have a negative impact on student wellbeing, the College reserves the right to intervene in a manner that it deems appropriate.
 - xxii.** Users are not to break copyright laws by copying and/or redistributing another's work, and are not to use or cite another person's work without correctly using the referencing techniques exemplified in College diaries.
 - xxiii.** The use of the College's Electronic Communications Network for commercial activities is not acceptable. Use for product advertisement or lobbying is also prohibited.

CONSEQUENCES FOR IMPROPER USE

Any user violating these rules will be dealt with in accordance to the College's Behaviour Management Policy and may see the suspension or loss of privileges in relation to the use of the College's Electronic Communications Network and/or ICT equipment or mobile devices.

NOTE: A copy of this document is available on the students' 'Common Drive' and on the College Portal.