ST. MICHAEL'S COLLEGE
WISDOM THROUGH GROWTH

STUDENT ACCEPTABLE USE OF IT SERVICES POLICY 2018

Student Acceptable Use of IT Services Policy

Introduction

St. Michael's College provides information technology equipment including its computer network with an internet service for use by students of the College. The equipment includes but is not limited to computers, laptops, tablets, local hard drive, public network, internet, e-mail, electronic diaries, smart phones and other electronic communication technologies ('IT System').

At all times the IT System remains the property of St. Michael's College. All students are to use the IT System for its proper purpose. Students must use it with care and follow all instructions about how to use it and how to take care of it. If the IT System is damaged by a student, or whilst in a student's care, the student's parents/caregivers may be responsible for the cost of repairing or replacing the damaged part of the IT System.

Scope

All students using the College's IT System must comply with this policy.

Computer Policy

St. Michael's College provides the IT Systems for use by students for educational purposes.

Prohibited uses

The IT System is not to knowingly be used to:
- send, receive, forward, attach, upload, transmit, download or contain links to any images, content or material that:
  - is, or may be construed to be, defamatory, harassing, threatening, vilifying, racist, sexist, sexually explicit, pornographic, or otherwise offensive
  - harasses or promotes hatred or discrimination based on any unlawful grounds against any person or
  - contains any virus, worm, Trojan or other harmful or destructive code
  - injure the reputation of St. Michael's College or cause embarrassment to St. Michael's College.
- send an e-mail in another person's name unless you have specific authority from that person to do so
- send or receive material relating to the manufacture, use, sale or purchase of illegal drugs or dangerous materials or to any other illegal activity
- send or receive spam, mass mail or chain mail
- infringe the copyright, moral rights or other intellectual property rights in any images, film, recording, book, article or other material by use of the internet, e-mail, SMS or MMS including by way of reproducing or communicating such material without permission of the copyright owner, unless permitted under the Copyright Act
- download or search online material for personal use except as otherwise set out in this policy
- play games
- game, wage or bet
- contribute to electronic bulletin boards, including blogs
- perform any activity using an anonymous or misleading identity
- engage in any other illegal or inappropriate activity
- access the internet using another person's name or account
- gain, or attempt to gain, unauthorised access St. Michael's College's servers, networks or databases or
- use cameras in portable devices (including mobile phones) to take photos of persons without their consent.

Tampering

Tampering with the IT System, including data and voice (telephone) cabling or electrical wiring or installing any type of electronic equipment or software which can be used to capture or change information or which is intended for another system is strictly prohibited.

Students must not at any time attempt to 'hack' into the IT System or 'crack' any password or breach any security measures for the IT System.

Email/Messaging Policy

This Email policy applies to all e-mails (whether sent internally or externally) and other forms of communication conducted through the internet (for example, browsing, electronic bulletin boards, electronic notice boards, chat rooms and social media).

General E-mail/Messaging Rules

The following rules apply to all student when using the IT System:
• a student must always identify themselves clearly and honestly in the e-mail
• a student must not tell anyone their password to their computer and/or email operating system except as required by St. Michael's College
• a student must never access another person's e-mail or internet account without that permission from a teacher a St. Michael's College
• e-mails/messages created by a student must not contain (or forward, attach or contain links to) material that is, or may be construed to be, defamatory, harassing, threatening, obscene, offensive, discriminatory, sexist, racist or abusive
• a student must not use e-mail/messaging for illegal purposes including distribution of pornography
• a student must not use e-mail/messaging to distribute chain letters, to participate in mass mailings or to send any other e-mail with SPAM content
• e-mail/messaging created by a student must not contain (or forward, attach or contain links to) material that is or includes trademarks or copyrighted material of St. Michael's College or person without specific authorisation to do so from the Principal or the owner of the trade mark or copyright
• a student cannot use the IT system to send and receive personal e-mails/messages.

Internet Policy

This Internet Policy:
• applies to all students of St. Michael's College that have been given access to the internet by St. Michael's College; and
• applies to all access to and use of the internet.

Internet Use Rules

The following rules apply to all internet use:
• a student must not intentionally use the internet to post, upload, transmit, receive or download any images, content or materials that:
    • are defamatory, harassing, threatening, obscene, offensive, discriminatory, pornographic, sexist, racist or abusive
    • contain any virus, worm, or other harmful or destructive code or
    • contain another person's personal information, trademarks or copyrighted materials without specific authorisation to do so from the owner of the trade mark or copyright.
• a student must not use the internet for any illegal purposes including the downloading or distribution of pornography
• a student must not use the internet to gain, or attempt to gain, unauthorised access to any person's (including St. Michael's College) servers, networks or databases
• a student must not install third party software on any computer for the purposes of bypassing firewalls and internal system securities
• a student must not access the internet for personal purposes and
• a student must not access the internet using another person's name or account.

Downloading Information

If a student has to download information from the Internet:

- they must not download computer programs or executable software codes (except when done unintentionally like cookies and digital signatures) and
- they must contact the Principal if they are uncertain of the procedure to follow.

We believe that introducing students to the vast resources of the Internet should be a partnership between the College and home. Parents are encouraged to actively support students as they engage with the internet in their home environment.

Responsibilities

College Responsibilities

St. Michael's College acknowledges its responsibility to:

- develop and implement this Policy to ensure the full utilisation of the IT Systems as essential teaching, learning and business tools within acceptable use parameters
- communicate this Policy to students, parents and employees
- keep appropriate records, monitor and report on any issues related to inappropriate use of the IT Systems
- encourage students, parents and employees to contribute to a healthy College culture.

Staff Responsibilities

At St. Michael's College, employees have a responsibility to:

- uphold the College's Acceptable Use Policy via their own safe, lawful and ethical use of ICT services
- provide guidance and model appropriate behaviour for use of the IT Systems in the classroom,
- take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of the IT Systems.

Student Responsibilities

As a user of the St. Michael's College IT Systems, students must remember that this is a privilege and not a right. Students are being asked to accept an important responsibility that comes with having access to the IT Systems.

At St. Michael's College, students have a responsibility to:

- uphold the College's Acceptable Use Policy by ensuring the appropriate use of ICT services via safe, lawful and ethical behaviour
- report any breaches of this Policy to their teacher/IT Manager/Principal.

In the circumstance where these regulations are broken, firm and reasonable action will be taken.

For first offences, a user will lose their access to the IT Systems for a period no less than a week and parents informed. Repeat offenders will lose access for no less than a term and parents informed.

The decision in such matters of what is inappropriate use and accompanying penalties lies with the IT Manager, the Principal and the classroom teacher.

All students and parents of St. Michael's College must sign the accompanying Acceptable Use Policy before students will be allowed access to the College's IT Systems.

Pleased retain this Acceptable Use of IT Services for your information.

Policy Release Details

Date of Policy:	Jan 2018	*Supersedes*:	Previous
Authorised by:	Principal	*Date of Authorisation:*	Feb 2018
Review Date:	Annually	*Next Review Date:*	Feb 2019
Policy Owner:	St. Michael's College.		