



Acceptable Use Agreement for Students
St. Philip Neri Catholic School
Internet and Network Services User Agreement



Kindergarten to Year 2 Student Agreement

Using the computer is a big responsibility and I am going to agree to be a good computer user.

I want to be a good computer user

- I will have clean hands when I use the computer.
- I will use gentle hands when I use the computer.
- I will ask for help when I don't know what to do.
- I will share the computer with classmates.
- I know that teachers might look at what I do on the computer.
- I will not tell anyone my password

When I use the internet

- I will tell my parents about the things I do on the internet.
- I will stay on the web pages my teacher shows me.
- I won't tell people on the internet who I am or where I live.
- I will tell my teacher and my parents if I see something on the internet that makes me feel uncomfortable.

I know that I can only use the computer if I am responsible

Student Date

Parent/Guardian's signature

Date

Teacher Date





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At St. Philip Neri Catholic School, internet and network services are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, research and for learning skills.

Years 3-6 Student Agreement

As an ICT user at St. Philip Neri Catholic School I will follow these rules:

1. I will use the computers only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the school's ICT equipment
3. I will only use the software approved by the teacher.
4. I will look after the environment by not wasting resources; for example by:
 - not printing more copies than I need
 - not downloading large files unnecessarily
5. I will keep my password/s to myself, and not use the passwords of others.
6. I will store my own work in my folder/file or on my own disk.
7. I will not use the school's internet or network services to download, display, print, create, save or transmit materials that:
 - use obscene, threatening, or disrespectful language
 - are rude or abusive
 - cause offence to others or engage in bullying behaviour
 - are illegal or dangerous
8. If I accidentally come across something I am unhappy with I will immediately click on the home or back button and inform the teacher
9. I will only send messages that are polite and sensible
10. I will not intentionally spread viruses by e-mail or post unnecessary e-mail.
11. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
12. I will not publish a picture or e-mail a picture of myself without first checking with the teacher.
13. If I receive any messages that I do not like I will immediately tell a teacher.
14. I will only publish web pages or send e-mail with the teacher's permission.
15. I know that the school may check my computer files and may monitor the internet sites I visit.
16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's ICT.
18. I will not copy other people's work and call it my own, including pictures and information I find on the internet and network.

If I break any of these rules, then I may be unable to use ICT at school and I will need to re-negotiate how and when I use ICT with the principal.

Student's Name:

Signature:

Dated:



Parent/Guardian Agreement

I understand that St. Philip Neri Catholic School provides students with access to ICT and internet and network services that may include computers, the internet, intranet, e-mail, bulletin boards, newsgroups to enhance teaching and learning.

I agree to (student's name)
using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for Students above.

I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I understand that the school's email service provider stores and processes emails outside Australia.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.

Parent/Guardian's name

Parent/Guardian's signature

Dated

Class Teacher

Signature

Dated

Information Sheet for Students, Parents/Guardians and Staff

The Diocesan School System (DSS) provides access to the internet and network services for students in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration.

In using and managing internet and network services students are expected to conduct their activities in a manner that respects the Catholic Church, its mission and its values, and respects the dignity, rights and privacy of other persons.

St. Philip Neri Catholic School considers that the following uses of the internet and network services by students to be unacceptable:

System Requirements

- Any uses that breach existing Diocesan School System policies.
- Any use that contravenes the ethos and values of the Catholic school system.
- Any attempts to injure the reputation of or cause embarrassment to schools or the Diocesan School System.
- Any use of DSS ICT systems for business or personal financial benefit.
- Any use of DSS ICT systems for party political purposes.

Personal Safety

- Posting of personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, email addresses, etc.
- Meeting with someone they have met on-line without their parent's/guardian's approval and participation.
- Not disclosing to their teacher, any messages they receive that are inappropriate or that make them feel uncomfortable.

Unlawful Use

- Engaging in any illegal act, engaging in any criminal activity, threatening the safety of people, etc.

Privacy Issues

- Posting private information about another person.
- Re-posting a message that was sent to them privately without the permission of the person who sent them the message.
- Sending items of a sensitive or confidential nature by e-mail without prior clarification with the addressee.

Copyright and Plagiarism

- Not respecting the rights of copyright owners: copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Plagiarising 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.

Access

- Attempting to gain unauthorised access to the service or to any other computer system through the service, or go beyond their authorised access. This includes attempting to log in through another person's account or access another person's files.

Inappropriate Use

- Using 'Inappropriate Language' in public messages, private messages, and material posted on Web pages.
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Engaging in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Harassing another person. Harassment is any behaviour that is not asked for and not wanted and that offends, upsets, humiliates or intimidates another person. If a user is told by a person to stop sending them messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organisation.
- Using the service to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Attempting to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.
- Failing to immediately disclose inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the School Acceptable Use Policy.

Network Security

- Making deliberate attempts to disrupt the service performance or destroying data by spreading computer viruses or by any other means.
- Intentionally spreading computer viruses.
- Providing their password to another person for accessing services.
- Interfering with the operation of anti-virus software or other computer system security features.
- Altering system files, system configurations, folders and other technical data.
- Not notifying the school network administrator if they have identified a possible security problem or malfunction. However students will not go looking for security problems, because this may be construed as an unauthorised attempt to gain access.

Resource Limits

- Using the services for other than educational or career development activities.
- Downloading or sending large files unnecessarily.
- Using ICT systems in such a way as to impede the efficiency of other users.
- Posting chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Not checking e-mail frequently nor deleting unwanted messages promptly.
- Subscribing to on-line services or group mail lists that are not relevant to their education or professional/career development.

Monitoring

Students and parents are advised that use of the school's computers and internet and network services may be monitored to:

- Protect against unauthorised access,
- Ensure that systems and networks are functional, and
- Ensure that use complies with this policy and the requirements of the Catholic Schools Office.

Attachment 4

Use of the Internet and Network Services by Diocesan School System Staff

The following statements are provided to give staff guidance on acceptable and unacceptable uses of Diocesan School System (DSS) internet and network services by employees, contractors and volunteers. These statements supplement information provided in Information Sheet for Students, Parents/Guardians and Staff.

Primary Use

- The DSS internet and network services are educational and administrative tools to be used primarily for those purposes. They must be used lawfully, professionally and appropriately.

Personal Use

- The DSS recognises that staff have family and personal needs that may occasionally require use of the DSS's ICT systems. Such personal use shall be reasonable, brief and not interfere with the performance of work.
- Personal use of ICT systems is subject to all the requirements of school and system policies.

Duty of care

- Schools and systems have a duty of care in preventing harm to students. This duty of care includes protection from obscene and other offensive material.
- Staff must therefore exercise this duty of care in supervising students.

Unlawful Use

- All information stored in and transmitted on DSS computer systems is subject to the provisions of legislation, including anti-discrimination, child protection, defamation and sexual harassment.
- Electronically stored and transmitted documents (which includes email) are "discoverable documents" and can be subject to subpoena.
- Staff may not access, store or transmit unlawful material using DSS internet and network services.

Privacy Issues

- DSS internet and network services must be used in accordance with the *Privacy Act (Comm.)*.
- Staff must take reasonable steps to protect information held from misuse and unauthorised access. Therefore, all staff must take responsibility for the security of the ICT provided for their use, not allowing them to be used by unauthorised persons.
- All staff are to deal with private or sensitive personal information according to the *Privacy Policy for Diocesan Systemic Schools*, Diocese of Broken Bay.

Copyright, Plagiarism & IP

All uses of the DSS internet and network services must be comply with the *Copyright Act 1968 (Comm.)*

- The DSS is the owner of copyright in all material created by its staff in performing their duties.
- Usage and content of the DSS computer systems is subject to the same restrictions as all other intellectual property.
- All data stored on DSS ICT systems is the property of the DSS.

Inappropriate Use

Internet and Network services are provided to staff primarily for their use in the course of employment. Reasonable limited use is available during a staff member's own time providing they are mindful that the resource is primarily provided to support teaching and associated activities.

Staff are discouraged from participating in social networking sites except where the service fulfills an education or administrative function.

Staff may not use DSS computers or network services to:

- Engage in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Knowingly or recklessly post false or defamatory information about a person or organisation.
- Access sites and games that are inappropriate in both workplace and school settings. These include violence, hate and horror sites and games.

On DSS ICT or internet and network services staff must not:

- Use 'Inappropriate Language' in public messages, private messages, and material posted on Web pages.
- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Use the service to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Attempt to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.
- Fail to immediately disclose inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the School Acceptable Use Policy.

Resource Limits

Staff are required to check their e-mail frequently and to delete unwanted messages promptly.

Monitoring

- The DSS recognises and respects the privacy of staff but reserves the right to monitor and audit content and usage of its computer systems, in order to efficiently and effectively implement its vision, strategies and plans. Staff need to be aware that monitoring and auditing will disclose details of sites visited.
- Disclosing inadvertent access of inappropriate sites to the system administrator or designated supervisor will protect staff against an allegation that they have intentionally violated the Acceptable Use Policy.