

ICT ACCEPTABLE USE POLICY



PREAMBLE

The Information and Communication Technology (ICT) facilities at St Columba College are provided for the educational benefit of students. The College wishes all users to understand the full potential of ICT and become productive members of today's society where the ability to correctly use computer technology is an increasingly important skill.

This policy relates to all College ICT facilities used in any lesson or study.

1. Network Access

All users will be assigned a log-in username and will be required to select a password to use the College's network. It is an expectation that these details are not disclosed to anyone else and it is suggested that steps are taken to keep these details private.

Logging on to the College network or accessing email facilities using a username and password other than your own will be treated as a most serious breach of this policy.

2. Student Policy

- Appropriate language must be used in all ICT related activities including email.
- Consideration must be given to other users ensuring access to the available ICT equipment is equitable.
- Sound levels must be moderated to avoid inconveniencing other users at nearby workstations (if sound is to be used in a lab situation, only College-approved computer headphones can be used).
- ICT equipment is expensive and sensitive and therefore must be treated with care at all times.

Students are not permitted to:

- use any piece of ICT equipment unless supervised or authorised to do so by a teacher.
- consume food or drink in ICT Labs.
- log-on to the College network as any other user than themselves.
- use any storage device apart from a standard USB drive or rewriteable CD. This includes (but is not limited to) MP3 players, iPods® or mobile phones.
- reset or change settings on any workstation without express permission of ICT Department staff. This includes (but is not limited to) desktop, control panel settings, icons, wallpapers or screen savers.
- tamper with or damage any leads or cables associated with ICT hardware.
- install, copy, upload or download any material, including games, graphics, music, or programs without express permission.
- have stored in their personal 'U' drive, on a USB drive or other storage device, files of an unsuitable nature (e.g. inappropriate images, obscene music or video files).
- knowingly infringe copyright regulations.
- transfer curriculum related files unless directed to do so.
- conduct any unauthorised Internet search.
- access any web-based email or instant messaging service (e.g. *Hotmail*, *Gmail*, *MSN Messenger*, etc).
- carelessly or deliberately waste resources. As such, any printing must first be approved by a supervising teacher or member of ICT Department staff and will be deducted from their printing allowance.
- attempt the repair of any ICT equipment (notify teacher or ICT Department).



Students are expected to:

- report any breach of the ICT Acceptable Use Policy to their teacher or a member of the ICT department.
- follow supervising teacher(s) instructions at all times when using ICT equipment.
- close any open programs and **shut down the computer** before leaving their workstation.
- perform a virus scan on any authorised disk used on the College network.
- remove all rubbish and leave their workstation in a neat and tidy condition.

3. Internet Access & Email

The Internet is made available as a resource for staff and students. Filtering and activity-monitoring software is in place across the College curriculum network. Supervising teaching staff and ICT Department staff will set guidelines for what is considered appropriate. As a guide the Internet or email should never be used for the following purposes:

- To abuse, vilify, defame, harass or discriminate against members of the College or wider community by virtue of sex, race, religion, or national origin, or other criteria (e.g. email of a bullying nature).
- To access, send or receive inappropriate, offensive, obscene or pornographic material.
- To injure the reputation of the College.
- To send unsolicited bulk email, impersonate another person or computer, or to send or receive chain mail.
- To infringe the copyright or other intellectual property rights of another person.
- To perform any other unlawful or inappropriate act.

Online games, Internet chat, music downloading or any other activity requiring considerable bandwidth is not permitted.

The use of email using **only** the *students.stcolumba.com.au* domain may be permitted from time to time. Email received from unknown sources or carrying attachments of unknown origin or containing inappropriate material should be deleted immediately and ICT Department staff notified. Students should seek authorisation before opening an email attachment of any kind.

The College acknowledges that student users have access to home and other off-campus personal computers. Should students engage in sending messages from these sources to the *students.stcolumba.com.au* domain, these messages will be deemed to come under the stipulations of this policy.

4. Penalties

Any breach of this policy will be directed to the appropriate College Head of Section.

Minor Breach

(e.g. *altering settings, using a non-standard USB storage device*)

- Lunch time detention.
- Other sanctions as deemed appropriate by College Head of Section or Principal.

Major Breach

(e.g. *logging on using another user's identity, breach of Internet Access & Email Policy*)

- Internal Suspension / External Suspension / Cancellation of Enrolment as appropriate.
- Loss of ICT privileges (reliant on subject area).
- Other sanctions as deemed appropriate by College Head of Section or Principal.



Penalties for moderate breaches or multiple minor breaches may include:

- Loss of opportunity for grading of work pieces.
- Confiscation of USB drive or other storage devices.
- Suspension from future ICT focused lessons in particular subject areas.
- After school detention.
- Other sanctions as deemed appropriate by College Head of Section or Principal.