



# **STUDENT**

# **ACCEPTABLE USE**

# **POLICY**

## **INTRODUCTION:**

St Michael's College has a fully networked computer system with students having access to approximately 50 terminals throughout the school. The Network, (computers linked to each other) allows students and teachers access to common resources from any terminal within the school, including word processing, databases, graphics, spreadsheet programs, reference materials, computer assisted learning CD-ROMS, the Internet and in certain circumstances, email.

### PURPOSE:

Our purpose in providing this service to teachers and students is to promote educational excellence at St Michael's College by facilitating resource sharing, innovation and communication. The students will be using the network to create, store and publish their work and use the Internet to access information, be involved in online projects and communicate with fellow students from all over the globe and to share what they have learned.

The Internet is a network of computer networks, where computers can speak to each other using telecommunications. But just as Caboolture is more than a network of houses, the Internet is also more – it is the collective initiative of millions of people from all over the world and walks of life who communicate through this electronic means. The Internet therefore is a constantly changing storehouse of information and resources. Our access to the Internet is through a satellite, housed on the Administration building.

### THE ACCEPTABLE USE POLICY:

We believe that introducing students to the vast resources of the Internet should be a partnership with parents, students and the College. We also believe the access we are providing is a privilege and not a right and therefore there are responsibilities for all involved.

An Acceptable Use Policy identifies acceptable uses of both the St Michael's College Network and the Internet and those which are not. It involves issues of:

- Educational usage
- Student safety
- Online conduct
- Email
- Privacy
- Intellectual property
- Password protection
- Hacking and piracy

This policy is provided so that you are aware of the responsibilities that come with access to the College Network and Internet.

### RESPONSIBILITY OF THE SCHOOL:

At St Michael's College, teachers take all reasonable measures to ensure that students use the computer network correctly. They;

1. provide activities that maximise the benefits of the Network and the Internet to enrich and enhance their classroom programs
2. minimise the potential for inappropriate use of the Network
3. follow security procedures to prevent unauthorised access to the Network
4. supervise students using the Network
5. teach children the correct use of equipment and correct online etiquette including respecting the privacy of other student's work and the need to keep their personal information private
6. ensure the students know how to search safely and effectively and how to exit from an inappropriate site immediately
7. help students learn to evaluate web sites using a variety of criteria
8. adhere to the concept of intellectual property and moral rights and ensure students know what is meant by copyright and how to cite works correctly.

### RESPONSIBILITY OF STUDENTS:

As a user of the St Michael's College computer facilities and Network, 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 Network and the Internet.

#### **Acceptable use includes the following:**

1. being cooperative by using the Network and the Internet to complete activities related to class work and educational matters
2. being caring by assisting other students, where appropriate, to do the right thing and learn new skills
3. being courteous by leaving computers ready for the next user and leaving the computer rooms clean of rubbish
4. being careful by using the following Network etiquette:
  - creating and editing only their own work
  - respecting the privacy and integrity of other student's work
  - keeping their passwords private (year 6/7)
  - keeping their own identity private and protected
  - being polite when emailing
  - using appropriate language and checking spelling and grammar before sending email. (Students must remember they are representing the school)

- knowing that work not created by them does not belong to them. If using resources from another source, students must acknowledge the owner.

**Unacceptable use includes the following:**

1. interfering with the work of others on the network
2. disrupting the network
3. unplugging any cables or peripherals from College terminals
4. change any settings on the College terminals
5. transmitting or deliberately accessing material which may be
  - harmful emotionally or physically
  - is in bad taste
  - contains sexually explicit material
6. violating the privacy of others
7. violating Commonwealth, State or territory law
8. communicating any information that contains passwords, addresses, phone numbers or other confidential information without the prior consent of the organisation to which it belongs
9. using the network for commercial activity
10. making unauthorised copies of licensed software

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 Network 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 Network Administrator, the Principal and the classroom teacher. Their decision will be final.

All students and parents of St Michael's College must have signed a copy of the Acceptable Use Policy (contained in the Enrolment Application Form) before students will be allowed access to the school's Network and Internet. A separate form is required for each student and forms will remain current for the duration of the student's enrolment at the College.

Please retain this Acceptable Use booklet for your information.

Thank you,  
Mandie Gardiner  
Network Administrator.

*A separate declaration is required for each child enrolled at the College.*

**ST MICHAEL'S COLLEGE**  
**ACCEPTABLE USE POLICY**  
**COMPUTER FACILITIES AND INTERNET**

I have read and understood the attached information booklet regarding the appropriate use of the St Michael's College Network and Internet connection. I understand that this form will be kept on file at the College for the duration of my child's enrolment and I give permission for my child to access the Network and the Internet as outlined in this booklet. I am also aware that my child's classroom work may occasionally be published on the College website and that their Christian name or a photo may at some time be used.

*(At no time will names and photos be used together.)*

PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

Office use only Date: \_\_\_/\_\_\_/\_\_\_

Signed: \_\_\_\_\_