ICT Acceptable Use Policy

Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

Background

Edmund Rice Education Australia (EREA), as St Patrick's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students.

Student includes any person enrolled in the College, either as a day pupil or as a boarder.

Rationale

St Patrick's College is a Catholic educational community founded upon the charism of Blessed Edmund Rice. Access to Information and Communication Technology (ICT) equipment and services is a privilege granted by the College to its community members and at times, people from the wider community. The College encourages the use of ICT to share information, to improve communication and to enhance educational outcomes.

Those who use the College's ICT services are expected to do so responsibly. They must comply with State and Federal laws, the Mission Statement and College Ethos, this policy and other relevant policies and procedure.

Policy:

Those who have access to St Patrick's College ICT equipment and services are to use these responsibly and lawfully. Access will be denied temporarily or permanently to those who do not act responsibly and lawfully within the College's published usageguidelines.

Student Guidelines:

St Patrick's College is committed to the provision of high quality, relevant educational experiences for all its students. Information and communication technologies have resulted in a major change in the way in which information is stored, retrieved and how that information is used, as well as how curriculum is delivered. The College believes some controls are required to ensure students have access to appropriate and high quality resources, consequently our library management system Oliver and the Learning Area portals are the repositories of our available online content. Due to the dynamic and interactive nature of ICT, usage rules are required to ensure computer equipment and online services are accessed appropriately.

Rules for students' use of online services:
1. Users shall not intentionally create, access, search for, upload, execute, print or send

offensive, violent, pornographic, subversive or dangerous material at any time from any ICT in the College, including the boarding premises.

2. Users may use online services for school related purposes only, during class and study periods. Boarders may use online services for school related purposes only until 10pm each evening.

3. Students may use the online services for recreational purposes including playing approved computer games, before and after school, and at other approved times throughout the year.
   Priority for use of the College computers will go to students with school work rather than those who are using the computers for recreational purposes.

4. Users may not use the College computers or ICT devices for transferring or downloading games, files, programs or music other than those approved by the College. In addition, users may not introduce games, files, or any banned programs to the College system via any external device or by email.

5. Users shall treat all College ICT resources with respect and not intentionally interfere with them in any way.

6. Users may not access any College ICT using another student's or staff member's user name and password.

7. Students are not permitted to use any email system other than the College system during the school day. The College email system is accessible from home via the Student Intranet link on the College Homepage:http://www.stpats.vic.edu.au

8. Students have responsibility to ensure they have sufficient Internet and print credits to fulfil classroom expectations.

Consequences for non-compliance with the usage rules:
1. An *Incident Report* will be made detailing the offence and informing Year LevelCoordinators.
2. A letter informing parents will be sent by their son's Year Level Coordinators.
3. Students may have their internet access cancelled or suspended by the college for any time period at the discretion of the college if a student has been found to have breached the policy or guidelines. The college also reserves the right to confiscate any memory sticks, iPod, or other devises or equipment owned and used by students in breach of this policy or guidelines."
4. A nominated representative of the College shall interview the parents of any student who in the opinion of the college has been found to have breached thepolicy or guidelines on more than one occasion or has committed in the opinion of the college any severe breach, before any penalty has been decided.

Staff Guidelines:

Throughout these guidelines are numerous duties and responsibilities that arise on behalf
of the user towards the College, including (but not limited to) are the following:
1. Any electronic mail account or Internet account associated with the College or assigned by the College to individuals, College groups or particular functionsis the property of the College. Any information originating from those accounts is also the property of the College.
2. The College reserves the right to designate those categories of user to whomit will provide access to the Internet and electronic mail services.
3. When required by law, and when there is substantiated reason to believe that violations of this policy or law have taken place, the College may revoke the privilege and wholly or partially restrict access without prior notice, and withoutthe consent of the user.
4. By accessing the Internet and electronic mail services through facilities provided by the College the user acknowledges that the College can monitor and examine all individual connections and communications. All email records, whether or not created or stored on systems maintained by the College might constitute a College record and be subject to disclosure under law, or as a result of litigation.
5. The confidentiality of College email systems cannot be guaranteed. Confidentiality may be compromised by unintended redistribution, or because of the inadequacy of current technologies to protect against unauthorised access.
6. Persons authorised to inspect electronic information for the purposes of identification for re-

routing, re-direction, forwarding or disposal are not permitted to disclose personal and confidential information they may inadvertently become aware of.

7.   When using email, or participating in electronic dialogues on the Internet, users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the College unless appropriately authorised (explicitly or implicitly) to do so.

8.   Each authorised email will automatically have the appropriate College email notices and disclaimers included.

9.   The College may allow College ICT equipment and services to be used by staff for personal purposes but such permission can be withdrawn at any time by the College at it discretion to any individual staff member or all staff. If staff usethe said equipment and services for personal use then they must not:

- Use College email systems, content and mailing lists for personal gain.
- Directly or indirectly interfere with the operation of College ICT equipmentand services.
- Interfere with employment duties, or other obligations to the College;
- Burden the College with noticeable systems congestion and/or additional
- costs.
- Access online services other than via the College firewall and/or WebProxy
- security.

10.   To ensure system control and security, staff members must:

- Maintain adequate password protection for email and Internet applications;
- Report any breech of system and/or email security;
- Report unauthorised use of the user's email account;
- Not allow students to access online services using a staff member'saccount

11.   This policy and its guidelines are incorporated as part of the terms of employment by the College. Subject to the requirements of the law, violation of this policy may result in a range of sanctions; from restriction of access to electronic communication facilities, to disciplinary action, including dismissal.

Status of Policy

This policy has been developed by St Patrick's College.

This policy has been endorsed by the College Advisory Council on [date].

This policy is due to be updated in 12 months from the date endorsed by the College Advisory Council unless required earlier.