MARIAN CATHOLIC COLLEGE, GRIFFITH

POLICY FOR USE OF TECHNOLOGY BY STUDENTS

Rationale

Marian Catholic College through our varied curriculum, provides students with access to up-to-date technology.

Marian Catholic College believes that students should have the opportunity to access the Internet to:
- prepare our students for further education, employment and social awareness.
- provide access to a range of resources to obtain information.
- enable electronic communication, both on a local and global level.

Our aim is to develop independent learners who are able to:
- define the purpose for which information is required
- locate appropriate sources of information
- understand and appreciate information from several sources
- present work in an appropriate fashion
- acknowledge the work of others through quotations and citations, while being honest about what has been personally contributed
- evaluate their own learning.

While the use of technology makes a positive contribution to learning at Marian Catholic College, it must take place according to the College guidelines for appropriate use. These guidelines are based on the need for safety for each student, as well as courtesy and respect for others. However they are also based on laws that have been established to protect against such things as:
- invasion of privacy
- harassment or bullying of others
- breaking copyright.

Students are responsible for their own actions and face disciplinary action if rules are broken.

Access
Students sign the contract regarding internet usage for the period of their enrolment.

General guidelines for the use of the information and communications technology

- All internet searches are conducted at Marian Catholic College must be directly related to school studies.
- Internet searches and emails are not private and can be monitored.
- In the case of inappropriate Internet use, students may lose their rights to access the College intranet and the internet.
- Students are not to publish any works on the web that are school-related without permission from the appropriate teacher
- When students log onto the internet with User Name and password they are responsible for the sites visited. Students must **never** log on with another's username and password or give their password to others.
- Student must keep your password confidential. Students must not reveal it to other students. If a password becomes known by others, students must notify the office and complete a form to change your password.
- Students must recognise that downloading of some materials, for example music files, breaches Copyright Legislation.

- Students must acknowledge all internet sources, using the Harvard System outlined in the Student Diary. Failure to do so is plagiarism and will result in a zero being given to any assessment tasks.
- Students must obtain permission from individuals whose photographs they use in an assignment, e.g. designing a web page for an assignment in a course. The photograph should be removed from the database once the assignment is completed.
- The College Network does not permit open access to chatrooms. If students' incorrect or inappropriate use of chatrooms outside school impacts on school life there will be consequences.
- Castnet Forums are only to be used for educational purposes under teacher supervision.

Students may not use the Internet:
- for any illegal activity, including violation of copyright or other contacts
- for financial or commercial gain
- to degrade or disrupt equipment, software or system performances, including any introduction of viruses to the College system
- to vandalise the data of another user
- to gain unauthorised access to resources
- to invade the privacy of individuals
- to post anonymous messages
- to down-load stored print files or messages that are profane, obscene or that use language that offends or degrades others.

Web authoring
- No personal information about a student will be allowed. This included home telephone numbers and addresses, as well as information regarding the specific location of any student at any given time.
- All students work must be signed with the student's full name within the web document.
- Individuals in pictures, movies or sound recordings may be identified only by initials. No first or last names may appear in reference to any individuals in any image, movie or sound recording.
- No texts, images, movie or sound containing pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.
- All graphics used need to be acknowledged regards ownership (copyright)

Email
Students may access email only in relation to their courses of study. No personal email is permitted. Students need to be aware of the following:

- Student's email messages are both permanent and public. Each of the emails is a public document and may be subpoenaed by a court.
- The laws relating to written communication apply equally to email messages, including the laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information, and wrongful discrimination.
- Email is not to be used in an inappropriate manner, for example to bully, harass or threaten someone.

Sanctions
The College expects that all students using the computer network and internet facilities will display a high standard of responsible behaviour.

Irresponsible behaviour includes, but is not limited, to:

- Violation of copyright, or failing to acknowledge the source of material;
- Deliberately accessing, creating or manipulating material that may be offensive to anyone. This may include information that is racist, sexist, pornographic, irreligious or containing abusive language;
- Violating the privacy of others, including using the password or login script of others, interfering with, altering, harming or destroying the work of others;
- Failure to report any violation of privacy, including sharing logon script and passwords;
- Posting anonymous messages;
- Damaging equipment;
- Corrupting data;

- Wasting finite resources;
- Making personal downloads of movies, games or music, emailing or engaging in chat lines; or
- Any other behaviour that contravenes College policies.

Irresponsible behaviour will result in the withdrawal of the privilege to use MCC computer network and internet facilities.

Network users should be aware that monitoring of individual usage is carried out as a routine maintenance measure.

The internet user is held responsible for his/her actions. Violations may result in:
- Loss of access for a period of time, decided by the principal or his/her delegate,
- Additional disciplinary action in line with the Discipline Policy.
  This may include detentions or suspension from school or, if applicable, law enforcement agencies may be involved.

Non-Liabilty

Marian Catholic College makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The College is not responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the College is at the user's own risk. The College is not responsible for the accuracy or quality of information obtained.

Rules for Acceptable Use

Computers, Internet & Email

At Marian Catholic College (MCC), Internet, Email and Network Services are used to enhance teaching and learning through the use of computers and the school network for communicating, publishing, research and for learning skills:

The College has computers, devices and a variety of software applications available for use by students in all year groups. The Catholic Schools Office (CSO) provides email, document creation and online storage for learning in schools of the Wagga Diocese through the Google Apps for Education service. Consequently emails, email account details and data may be transferred, stored and processed outside of Australia.

In using the CSO / MCC email and Internet system, you consent to this transfer, processing and storage of that information.

In order to provide this service, the following data is required to be stored on Google's servers:
- Student login information (First Name, Last Name, User name)
  - It **does not include** their network login password.

We use Catholic Education Network's (CENet) software to manage login passwords. Google's privacy policies and security measures regarding the protection of personal information are in accordance with privacy, data usage, and data security policies.

CSO / MCC personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use.

The following is MCC's Student Agreement for the use of College computers, Internet & email facilities which must be signed by both student and parent/guardian prior to use.

Due to the constant changes in the use of technology in education, this agreement may be updated as required. Permission may be required on a yearly basis so that students are able to make optimum use of the technology available at the College and actively participate in all lessons.

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Years 7–12 Agreement - 2014

1. Students will log onto the Marian Catholic College network using only their username and password provided by the College

2. Privacy and network security is to be observed.
   - Students must not under any circumstances access e-mail or online facilities belonging to others which are not designated for their use.

3. The sharing of passwords is a security risk and students **must not give** their password to other students or log in with another users details under any circumstances. Students can resolve issues regarding usernames and passwords by visiting the Information Technology Department.

4. All students must log off when finished using a computer to prevent other users using their account.

5. There should be no disruption to class activities by inappropriately using email or Internet services on the College Network.

6. Student use of school computers or devices, email & Internet services may be monitored by the Learning Technology Staff.

7. Bullying of any form will not be tolerated.
   - Students will not use digital technologies to harass or bully another student
   - Students must not use inappropriate language or harass others when communicating online.
   - The filters used by the College will allow the administrator to intercept or retrieve any emails as required.
   - Emails and other online documentation found to be used for bullying may be held as legal documents by the College and/or the Catholic Schools Office.

8. Students will treat all learning technologies with respect and due care.
   - Vandalism or any attempt to harm or destroy the data of others will result in the cancellation of student access rights, cost of repairs if any, and further disciplinary action.

9. Students will not play games, watch videos, record video in the classroom, or take photos of teachers or students in the classroom during lessons or breaks without the permission of the teacher.

10. Students will not capture, access, store or send offensive images, videos or audio via the College network or any of its devices or services.

11. Students will abide by copyright law.

12. Students will not reveal their own or others' personal details over the internet.

13. Students will not knowingly introduce a virus to the College network

14. Students will not download illegal content from the Internet via the College Network.
    - This includes movies, music, images, games or software.

15. Inappropriate or illegal content found to be on students personal storage devices such as Flash Drives or Portable Hard Drives which are used at the College, may be confiscated and parents contacted
    - This may include images, movies, audio, games or software

<u>Student Agreement</u>

I have read and understood the College Rules for Acceptable Use. I will use the Computers, Internet & Email services in a responsible way and obey these rules.

I realise that if I break these rules, I will be subject to appropriate disciplinary action by the College. This may include the loss of Internet and Network access for some time, as determined by the Principal or his/her delegate.

I understand that bullying and harassment of another person is a criminal offence and will incur strong penalties from the College.

Student Name:..

Year Group:..   **Homeroom:**...................................

Signature:...

Date:..

<u>Parent/Guardian Agreement</u>

I, ... (**Parent/Guardian name**) agree to

.... (**Student name**) using the Computers, Internet and Email

services at the College for educational purposes in accordance with the Acceptable Use Agreement.

I understand that the College will take all reasonable precautions to minimise risk of inappropriate use.

I am aware that emails, email account details and data may be transferred, stored and processed outside of Australia.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access College Computers, Internet and Email services.

I understand that students breaking these rules will be subject to appropriate action by the school.

Parent/Guardian Name: ....

Signature: ....

Date: ....