Network & Internet Use Policy

Simonds College has a fully networked computer system with students having access to work stations throughout the school. This network allows students and teachers access to common resources from any terminal within the school, including word-processing, database, graphics, spreadsheet programs, reference materials, learning objects, multimedia presentations, computer-assisted learning CD-ROMS, the Internet and email. It also gives them the benefit of keeping their own work on the network for ease of access.

The College provides this service to teachers and students to promote educational excellence by facilitating resource sharing, innovation and communication using the latest technologies. The students may use the network to create, store and publish their work and will use the Internet to access information, be involved in online projects, communicate with fellow students from all over the globe and to share what they have learned.

The Acceptable Use Policy

Simonds Catholic College believes that introducing students to the vast resources of the Internet should be a partnership with parents, students and the school. We also believe that the access we are giving is a privilege and not a right, and therefore there are responsibilities for all involved. This policy outlines procedures for all staff and students in the acceptable use of computing and external networking facilities, including the Internet. An Acceptable Use Policy identifies acceptable uses of the Simonds Catholic College network. This policy is provided so that you are aware of the responsibilities that come with access to the network and Internet. It is also designed to better protect all.

i) Responsibility of the School

At Simonds Catholic College, teachers take all reasonable measures to ensure that students do use the computer network correctly.

They:
- provide activities that maximise the benefits of the network and the Internet to enrich and enhance their classroom programs.
- minimise the potential for inappropriate use of the network,
- follow security procedures to prevent unauthorised access to the computing network, including using department site-filters which minimise the risk of accessing inappropriate material
- supervise students using the network (i.e. when students are on-line the computer screen can be seen by the teacher),
- teach children the correct use of equipment and correct online etiquette including respecting the privacy of other students' work, email procedures (when available for specific projects), and the need to keep their personal information private.
- ensure the students know how to search safely and effectively and how to exit from an inappropriate site immediately.
- encourage the students to alert us immediately if a link on a pre-selected page takes them to an inappropriate site so that we can remove the link and contact the site owners to express our concerns.
- help the students learn to evaluate sites using a variety of criteria.
- adhere to the concept of intellectual property and moral rights and ensure students know what is meant by copyright and how to cite works appropriately.

ii) Responsibility of Students/Users

As a user of Simonds Catholic College computer facilities and network students must remember that this is a privilege and not a right. They are asked to accept an important responsibility that comes with having access
to the computer network and Internet. Because our students are under 18, parents / guardians must sign this form (below) on their behalf.

Acceptable use includes the following:

- using the network and Internet to complete activities related to your class work and education
- assisting other students to do the right thing and learn new skills
- leaving the computers so they are ready for the next user
- doing what is right and informing a teacher when there is a problem of anykind,
- using the following network etiquette:
  - creating and editing only your own work
  - respecting the privacy and integrity of other students' work
  - keeping your student logins and passwords private and protected
  - keeping your identity private and protected
  - being polite in your messages if you using email
  - using appropriate language and checking your spelling and punctuation before sending email.
  - knowing that work not created by you is not yours and if you do copy and paste parts of someone else's work you must acknowledge where you got it from.

iii) Unacceptable use includes the following:

- Interfering with the work of other users of the network.
- Seriously disrupting the network.
- Transmitting or deliberately accessing material which:
  - may be harmful emotionally or physically.
  - is in bad taste.
  - puts another person down (e.g. which contains profane or sexist language, or any other form of discrimination).
  - contains sexually explicit material.
- Violating the privacy of others, e.g. changing or vandalizing their work,
- Violating Commonwealth, State or Territory laws.
- Communicating any information concerning any password, personal identification e.g. addresses, phone number or other confidential information, without the permission of the owner or the controlling authority of the computer facility to which it belongs.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to gain unauthorised access to, or make unauthorized use of, a computer facility, software or licensed software.
- Using the network for commercial activities such as distributing advertising material.
- Accessing or intentionally destroying software or licensed software in a computer facility without the permission of the owner of such software or licensed software or the controlling authority of the facility.
- Making unauthorised copies of licensed software.
- Using another person's user name and password to gain access to the computer network.
- Using techniques to mask your activities.

If Expectations are not met

In the circumstance where these regulations are broken, firm and reasonable action will be taken with the class teacher, the principal and the Learning Technology Coordinator.

Parents/ guardians are asked to discuss this policy with the students and to fill in the accompanying Agreement.
Simonds Catholic College

Agreement to the Acceptable Use Policy
Computer Facilities and External Networks

Students at Simonds Catholic College may access the school network and the Internet via the “MyInternet” gateway after they have discussed this document with a parent and had a parent sign the following declaration:

I declare that my child and I have read, discussed and understood Simonds Catholic College policy on Acceptable Use of Computer Facilities and External Networks and the accompanying Code of Practice.

Surname: ______________________ (PLEASE PRINT)

Given Name: ___________________

Parent Signature: ___________________ Date: ____/____/____

This original declaration is to be returned to:

Simonds Catholic College.

Office use only Date: ____/____/____