



ST JOSEPH'S COLLEGE GEELONG

Policy 5.2 Appropriate Computer Use Policy – Students

AMENDED NOV 17 CHECKED FEB 18 - CVE

Overview

By using the College Network and Services you agree to accept the terms and conditions outlined in this document. This policy document outlines the rights and responsibilities of St Joseph's College students in relation to the use of computer equipment.

Each individual using the College network agrees that they are responsible for their actions, or the actions of others using their account on the network. Users understand that all aspects of use of ICT will be monitored and that the ICT administration is authorised to view files, usage log files or equipment for either maintenance or authorised monitoring. Any breach of these basic requirements could result in costs involved in repair/replacement being payable, accounts being suspended or other disciplinary action as determined by the principal.

Additional policies related to ICT Use

- Mobile Phone Policy
- Website Development - Guidelines For Students And Staff
- Monitoring Computer Use Policy
- Bullying and Harassment Policy
- Laptop Repairs Policy
- Publications Policy

Computing Access

- The library is open between 8.00am and 4.30pm
- The ICT Centre is open between 8.00am and 4.00pm
- Printing – Print credit is updated each Semester. If students need more credit they must go to the ICT department. A charge may apply

Repairs

As these are school laptops, all repairs must be done at school by our vendor accredited technicians.

Laptop use at school

The laptop may only be used at school when being supervised by staff or when authorised by a staff member. Students may use their laptops in the library or other supervised room. At all other times, the laptop must be stored in the student locker when it is not in use during the school day.

Laptop use outside school

- Laptops must not be used on any form of transport – including school busses or in general public areas
- Laptops may only be used at home or under parental approved supervision outside the home.

Backups

- Backup of files on the laptop is the responsibility of the student

Battery use / Charging

- Students should bring their laptops to school fully charged
- The laptop power charger should be brought to school
- Power cords must never be in a position where they can be a trip hazard



Treatment of the Laptop

- Laptops should never be rested on soft surfaces such as beds or sofas or carpet. Lack of airflow can cause the laptop to overheat and destroy the components
- Laptops must go into sleep mode once the lid is closed. If the laptop remains running in a bag, overheating can destroy the components. This would be regarded as deliberate damage and would result in the full cost of replacement of the computer.
- Food and drinks must be kept well away from the laptop
- No markings or stickers are allowed to be placed onto any part of the laptop or external Tekskin or laptop bag. Damage to these will incur a replacement cost of any part that is damaged or marked
- Cleaning of the laptop can be done with window cleaner applied to a microfibre cleaning cloth. Never spray directly onto the computer.

Storage

- At school, when not in use, laptops must be placed in their bag and stored in the student locker.
- Laptops must **never** be left in lockers overnight.
- Laptops may be stored in the ICT Centre if the student is unable to take them home due to a valid reason
- Laptops must never be stored in sight within a car, in an unlocked vehicle or an unlocked house.

Transport of the Laptop

- Laptops must always be carried in the bag provided and the bag carried by the handles or the shoulder strap
- Laptop bags are to be placed into the school bag to avoid carrying two bags and to reduce the chance of losing the laptop or attracting thieves. Occasionally the laptop bag may need to be carried outside the school bag if excessive weight or pressure placed on it could damage the screen.
- The bag must not be placed in a position where others could step on it. This includes bus aisles.

Inappropriate or offensive material

Unless required by a particular educational context, the following are to be considered inappropriate or offensive:

- Material that is discriminatory or offensive to a person's nature or to a particular social group. This can include: physical, intellectual, emotional aspects; religious beliefs; race; gender; and gender preference
- Gambling sites
- Material relating to violence
- Nudity, sexually explicit or suggestive material
- Language that is generally considered obscene or blasphemous or swearing including abbreviations of such

Penalties

Students will be penalised for using notebooks or other devices inappropriately or for having inappropriate material stored on their computers or other devices or cloud storage areas.

All users agree not to:

- Cyberbully or harass others using electronic equipment
- Access or bring to school inappropriate or illegal material
- Install programs or apps not approved by the school
- Change the default settings on any computer
- Attempt to connect to the internet by avoiding the school internet filter
- Attempt to gain unauthorised access to the school servers or network
- Use chat (IRC) sites or instant messaging programs within school unless approved by staff
- Deliberately seek to infect, damage or destroy hardware and/or software



- Use any device for the following without staff permission between Homeroom period and the end of school:
 - listen to music
 - watch videos
 - communicate
 - play games
- Print material that is not school related, ie. personal photos, party invitations, etc. whilst at school
- Place any non-schoolwork material into the network H drive
- Use someone else's account or allow someone else to use your account

Consequences for infringements

- Imposition of points
- Confiscation of device used to bypass the school internet filter
- Possible reimage of notebook which will result in the removal of all additional software not owned by the school
- Possible placement onto home internet filter (if not already the case)

Computer Games in School

- Only teacher approved educational games are allowed be accessed at school and only when being supervised by the classroom teacher during lesson time.
- At all other times, all games are banned from being played on computers and other electronic devices at school.
- No games in the library.

Publications

For all electronic publications by students or staff, the following are not permitted:

- to use images or video of any students or staff without their permission
- to include the names of students with the photographs on a public site
- to publish any material that embarrasses others or violates their privacy
- to publish any materials that brings St. Joseph's College, its staff or students into disrepute, or is defamatory. In particular, contributions made to web pages, including social networking sites or sites, must not be harmful to the reputation of St Joseph's, its staff or students. Inappropriate comments will be referred to the principal and, in serious instances, may lead to police involvement or legal action
- to breach copyright

Email

The following are not permitted

- to use the school email account to link to or join any sites unless approved by ICT administration. This particularly applies to Social Networking sites and game sites.
- to write messages that contains words or any material that is defamatory or inappropriate (eg. violent, racist, sexist, pornographic) or in violation of any law or government regulation (eg. equal opportunity regulations)
- to use language that is swearing or abbreviations of swearing

How to respond if inappropriate material is encountered

On occasions, students may inadvertently encounter material that is inappropriate. It is the responsibility of students to exit the offensive website immediately.

If a student encounters harassment or receives inappropriate material in breach of this policy, it should be brought to the attention of their teacher who will take appropriate action to determine the person/s responsible.



Monitoring – refer to Monitoring Computer Use Policy

The College reserves the right to monitor and log the use of its computer facilities including email and Internet use and to take appropriate action where use is a breach of College policies, poses a threat to security and/or damages the College's reputation.

Student access to and time spent using many of these computing facilities such as the laptop and the internet, is automatically logged when at school. Students using the home internet filter will also have their internet usage monitored when outside the school.

Specific monitoring facilities may include:

- CCTV in some rooms and around the grounds
- Software that allows staff to observe students' computer use at school
- Log files indicating login history
- Internet software filtering which logs Internet use at school
- Should parents allow the use of the school internet filter at home then internet use outside school can be monitored

Cyberbullying and harassment

Cyberbullying through the use of computers and mobile devices is prohibited. Students should report all incidents of bullying/harassment to their teacher/year level co-ordinator/deputy principal /or student representative who will be appointed at the start of the new school year – refer to the Bullying and Harassment Policy

Computer name

Your computer name is a unique character string based on your network user id. You are not permitted to change the computer name.

Administrator privilege

Notebooks are to be configured so that users will not have administrator privilege to their own computer.

Password responsibilities

Students must ensure that their passwords are not used by other students. If a student suspects his password is being used by others, he must report it to ICT administration immediately and get a new password.

Peripherals

Users are welcome to connect home printers, digital cameras, scanners and other peripheral devices to their notebooks. If you have any concerns, please contact the ICT Service Centre for clarification or assistance.

Backgrounds and themes

Students are permitted to customise the desktop wallpaper but in doing so must not infringe copyright nor display any inappropriate material.

Music

Students are permitted to have music files on their notebook. Any music files you have on your notebook can only be copies of your legally owned music.

Playing music or videos files at school

Students are not allowed to play music or video files during class time unless required for specific lessons and permission is granted by the teacher.

Photographs and picture files

The copyright act prohibits users from storing images under copyright (images owned by others). The rules already outlined above regarding inappropriate material obviously apply.

Movie files

The copyright act prohibits users from storing movies under copyright (movies owned by others). ClickView files are excluded from these restrictions. The rules already outlined above regarding inappropriate material obviously apply.



Webcams

If notebooks are equipped with webcams, students are only permitted to use this feature of the notebook at school if:

- they have the permission of their supervising teacher
- they have the express consent of all individuals who will appear in any images or video
- Images or video taken must not portray anyone in a situation which is offensive, demeaning or defamatory or with which they are not comfortable.

Instant messaging

Students are not allowed to use any form of instant messaging within the College network. In addition, students are not permitted to use any form of network messaging.

Peer to Peer (P2P) networking

Installation of p2p clients such as LimeWire, BitStream, BitTorrent, iMesh, or BearShare or other such software is prohibited.

Social networking sites – refer to the Internet Publications Policy

The use of social networking sites in school is to be strictly related to subject requirements and supervised by a staff member.

- The use of a personal SNS is not allowed at school
- A school based school sanctioned SNS is subject to the following:
 - Any SNS used within the College, must have a staff member as an administrator and must not be managed by students
 - Refer to the Internet Publications Policy

Non-compliance

If the College considers that a computer user has in any way failed to comply with this policy, it may:

- immediately remove the computer user's access to any part of the College's computer system
- view all files held on the computer
- audit and view all material viewed on, sent to and from its computer system (including Internet sites and email attachments) and/or
- take disciplinary measures against the computer user

Any breach of these basic requirements could result in costs involved in repair/replacement being payable by students, students' accounts being suspended or other disciplinary action as determined by the principal.

All serious illegal offences will be referred to the police.

