Acceptable Student Use of Information and Communications Technology Policy

This document outlines the security, administration and internal rules which you should observe when communicating electronically or using the ICT resources provided by Loreto College, Marryatville.

Loreto College, Marryatville provides information and communications resources as an integral part of students’ educational program. As part of the College’s commitment to maximising access to educational information, students have access to resources such as the Internet, email and other online services. The Internet contains vast amounts of curriculum related materials, allowing students the opportunity of communicating, accessing and analysing the increasingly important technology based resources which are vital for developing life long learning skills. It is believed the educational advantages of the Internet outweigh the potential for abuse of the acceptable use expectations.

The College staff will abide by their duty of care to be vigilant in regard to inappropriate materials. Nevertheless, students must take personal responsibility for ensuring that what they access on the Internet is consistent with the philosophy of the College. Therefore, the use of information facilities will always be related to the curriculum unless specific permission has been granted by College staff.

All use of College information and communication resources will be in keeping with the accepted philosophy of the College, as well as the laws of the Commonwealth of Australia. The use of any internet connection not provided by the College, whilst on College grounds, is strictly prohibited.

When using information and communications technologies, students will be respectful and not use the facilities for any of the following:

(a) to abuse, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, national origin or other);
(b) to send, receive (including view), or store copyrighted, obscene, offensive, pornographic, sexually explicit or sexually suggestive material;
(c) to discuss or comment on the physical appearance of other persons (whether they receive the message or not);
(d) to harass any person whether through language, frequency or size of messages;
(e) to send mass unsolicited e-mails to school users or outside parties including to spam, spoof or to send chain mail without permission of the Year Level Coordinator, Learning Technologies Coordinator R – 12 or Network Manager;
(f) to provide personal details of themselves or others to any externally hosted web authoring sites, social networking sites, chat rooms, blogs, wikis, video and image sharing;
(g) for private financial gain, or commercial, advertising or solicitation purposes;
(h) non-productive or idle “chatting”;
(i) using the computers and or network for personal profit or other illegal purposes;
(j) to download or load software or applications without permission from the Learning Technologies Coordinator R – 12 or Network Manager;
(k) to install or use peer to peer file sharing programs and instant messaging;
(l) to infringe the copyright or other intellectual property rights of another person, including the storage of copyrighted images, audio and video;
(m) unauthorised and time-consuming recreational game playing including Internet or other networked games;
(n) any communications that are in violation of generally accepted rules or etiquette or breach the National Privacy Principles;
(o) to offend the ethos and values of Catholic teachings;
(p) to injure the reputation of the College, the IBVM and or the Catholic Church in a manner that may cause embarrassment to the College;
(q) to perform any other unlawful or act which may be deemed prejudicial to the good name of Loreto College and its community.

Because students’ usernames and passwords are linked to their Internet, email and printing students should not:

(a) share their password with others
(b) allow others to use a computer they are logged onto,

as they will be deemed responsible for any activities that occur associated with their logon.

To enable equitable access to resources, students’ usage rate of network resources, including the Internet, printing and storage, will be monitored and reviewed. Students displaying excessive use of the resources and facilities will be expected to contribute towards any additional costs.

Students should be aware that the College provides a monitored system, where their activities can be investigated; this includes the use of email, internal messaging and Internet. Loreto College reserves the right to monitor all computer and Internet activity by system users. Therefore students should have no expectation of privacy in their use of College facilities, including e-mail messages and stored files.

Mobile wireless broadband devices are not to be used within the College.

Students are also reminded that it is an offence to use any trademark or logo associated with the College on any publication without the written permission of the College Principal. It is also an offence to develop any publication that mentions Loreto College without permission.

Whilst the College cannot regulate student internet activities outside our system, we have an expectation that students will respect the College and all persons connected to it. Students should not use any form of electronic communications to abuse, defame, harass or discriminate against members of the Loreto College community. Students should also not post, transmit or publish any personal details, including photographs of members of the Loreto College community.

**Boarding Students**

Students who live in residential accommodation within the College grounds must abide by this policy during the school day and during school events. Student owned notebooks, Windows environment only, may be connected to the school’s wireless network and this can be organised through the IT Department. All electrical equipment must be tagged and tested. Mobile wireless broadband devices are not to be used within the residential accommodation of the College. Other devices, used principally for entertainment, will not be connected to the wireless network. The use of these portable digital devices within the Boarding community is governed by the rules established by the Director of Boarding and staff.

The terms of this Policy are not intended to be exhaustive, nor do they anticipate every possible use of the College’s facilities, email, Internet and other related facilities. This Policy also takes into account the use of any electronic device, including Internet enabled mobile phones, while at school. You are encouraged to act with caution and take into account the underlying principles intended by this Policy. Infringements of the Policy could result in limitations or withdrawal of access to the facilities, such as loss of Internet, email and network; other disciplinary action may also be taken.

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