

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

ACCEPTABLE USE POLICY

The purposes of this policy are to protect the Iona students, staff and the College community, to ensure that there is a method to report misuses and abuse of systems in order that there is no repetition of misconduct.

COLLEGE NETWORK

User's Responsibility

As members of the Iona community, students will accept personal responsibility for reporting any misuse or abuse of the College network. Misuse and abuse can come in many forms but is commonly viewed as any message(s) sent or received that indicate pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or illegal conduct.

Acceptable Use

The College Network is available to be used to support education and research within the set objectives of a subject or department and within the overall bounds of the College ethos. Students are personally responsible to ensure that they adhere to this at all times.

Privileges

The use of the College Network and the Internet at Iona Presentation College is a privilege, and inappropriate use will result in a temporary or permanent cancellation of those privileges.

Security

Security of any Network is essential to ensure storing secure information as well as providing constant availability of services. Due to the high number of users of the College Network this is paramount. If a student at any time identifies a security problem she must not show any other students and should notify her teacher immediately. This security concern will be passed on to the Information and Communication Technology Manager. Passwords are to be kept to yourself and under NO circumstances should they be shared with others. Special care should be taken when entering passwords to ensure they are kept private. A student that allows another student to use their password, will be accountable for the actions of the other party.

Vandalism

Students shall not attempt to maliciously harm, damage or destroy any hardware (which includes, but is not limited to, computers, printers, digital cameras, interactive whiteboards, projectors)

Students shall not attempt to maliciously damage or destroy any software (which includes but is not limited to, deleting applications, such as Microsoft Office, as well as deleting or modifying parts of the Operating System e.g. Windows XP) installed on any of the computers in the College.

Students shall not attempt to create, install, download or upload any type of virus to or from the College Network or any associated system. Students are not to install ANY software onto the computers.

Students are to adhere to the Guidelines for effective Computer Lab Use, as outlined and located in all computer labs.

EMAIL

The availability of electronic communication through email provides the opportunity for students to develop their academic potential by communicating quickly and effectively with their peers and teachers. In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standards of truth, accountability, sensitivity and respect towards others.

Students must:

- only use the CathEdNet, myinternet email client provided, all other web based email systems are prohibited
- primarily use school email for educational purposes
- not send personal email during class time
- NEVER conduct offensive, threatening or illegal activities through email; all email is filtered and infringements are reported to the College.
- not place unreasonable demands on outside organisations when requesting information
- ensure the security of their password
- not open any attachments from an unknown source
- be responsible email users and respect the rights of others, for example, by being polite, respectful and courteous and thanking others for assistance.
- accept that their email account may be withdrawn or their Internet access restricted if they violate any of the above conditions.
- adhere to the email etiquette guidelines. These are outlined in all computer labs in the College.

INTERNET

The College's Internet access is made available via the Catholic Education Network (CathEdNet) and is in place to provide access to curriculum related information. All Internet activity is logged and students must not use the Internet to access any material that is unrelated to the College curriculum.

Attempts to circumvent the CathEdNet security and filtering systems by using proxy websites or any other means will constitute a failure to adhere to this agreement and will result in loss of Internet Access and other disciplinary measures. Students are not permitted to use proxy websites .

Publications dealing with illegal activities, pornography or extreme violence are not permitted in the College. Students will not use the Internet to access unacceptable material.

Students should be aware that information published on the Internet may be inaccurate or may misrepresent a person or situation and will take care in the use of any information retrieved from the Internet.

Students will not break copyright laws by copying and/or redistributing another's work, nor use another person's work without correctly acknowledging him/her.

Students may only access websites to which they have been given legitimate access. Students are NOT permitted to use any form of FTP, Peer-to-Peer (P2P) or instant messenger software, using College facilities. Access to blogging and social networking websites such as 'myspace' or 'facebook' is also prohibited. Any instances of online (cyber) bullying will also be treated as a major breach of discipline.

Year 11 and 12 boarders will be given access to Social Networking websites, namely 'myspace' (www.myspace.com) and 'facebook' (www.facebook.com) websites on weekends only.

- Students are warned that excessive downloading of material (ie. video and music) may incur additional costs and could result in loss of privileges.

Boarders, as well as day students, using any Social Networking websites at home, are to adhere to the following guidelines:

- Publish content 'Safely and Ethically'
 - Do not attract unwanted attention
 - Do not project an undesirable self-image
 - Keep personal details such as mobile phone numbers and dates of birth - offline
 - Set all Internet profiles to private and ONLY accept users into your "friend" list that you know well
- Exhibit a "Positive" online behaviour
 - Ensure all communication is respectful
 - Do not engage in an forms of online (cyber) bullying, teasing, or stalking
- Students are NOT to identify themselves as being part of the Iona community.
 - Do not make any entries in your online profiles, blogs, wikis or videos that make any mention of Iona's name or display the Iona Crest.

Section 85ZE of the Commonwealth Crimes act states that

"A person shall not knowingly or recklessly:

Use a telecommunications service supplied by a carrier to menace or harass another person; or

Use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive."

VIOLATIONS OF THIS AGREEMENT WILL RESULT IN LOSS OF ACCESS, AS WELL AS OTHER DISCIPLINARY AND/OR LEGAL ACTION, WHERE APPROPRIATE.