

ST MARY'S COLLEGE, AUCKLAND



POLICY ON USE OF INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Rationale:

1. As information that can be accessed on the ICTs is uncensored, this policy will ensure that material retrieved will be in accordance with the Catholic and Special Character of St Mary's College and will only be used to aid learning within the curriculum.
2. ICT offers vast and diverse resources to both students and staff. This world-wide facility will help promote educational excellence in our school by facilitating resource sharing, communication, development of research skills in finding, discriminating and using information and innovative teaching programmes.
3. At all times, use of ICTs will be in accordance with relevant legislation and the laws of New Zealand, particularly with regard to Defamation, Privacy and Copyright. As the use of the Internet is world wide, international laws may also be applicable to protect groups/individual's rights.
4. For Limitations and Restrictions, No Warranties and Suspension of Privileges please refer to Appendix 1.

Purposes:

1. To provide students with appropriate education/skill in information and communication technology.
2. To provide up-to-date, appropriate material for the use of students working through a set assignment.
3. To make available a wide choice of material from other countries and cultures.
4. To access items of world interest as they happen.
5. To make contact with other schools/teachers to share lesson resources and planning.
6. To view and to research historical documents.
7. To promote/advertise St Mary's College.
8. To support the administration of the College.
9. To motivate students and to prepare them for life long learning in the 21st century.
10. To provide opportunities for on-line communication; "on-line talk" allows for the development of ideas through collaborative discussion between all members of the St Mary's College community.

Guidelines:

1. The primary purpose of information and communication technologies (ICT) is to support teaching and learning.

1. Staff, Students and their Parent/Caregiver/Guardians must sign the Agreement for Use of ICTs.

St Mary's College Electronic Communication Code of Conduct agreement

Aims:

1. To support education and research that is consistent with the mercy charism, and special character of St Mary's College; that is to observe Christian standards of behaviour, etiquette and sensitivity toward self and others, including their ideas and property.
2. To provide safety for all users
3. To promote excellence in teaching and learning
4. To provide students with skills needed to be able to contribute positively in their work environment, and lifelong activities.

All users must observe the following

1. Respect the desire of others to use the system. Do not monopolise the network.
2. Protect your Network / Internet log-on information from others. Never share your account or password, except with your parents who will be entitled to access to your password. If you do disclose your password to anyone other than your parents, you accept liability and responsibility for their actions, and the consequences of their actions.
3. Respect the privacy of other users. Do not use other users' passwords, either with or without permission.
4. All users will not access, respond to, copy, send or receive any prohibited material. Prohibited material includes (but is not limited to):
 - a. Abusive, defamatory, obscene, offensive, impolite or disrespectful material
 - b. False or misleading material
 - c. Images or text that is contrary to the school's Special Character, or that causes annoyance, inconvenience or unnecessary anxiety to others.
 - d. Mass mailings, including electronic chain letters, spam, flooding or bombing.
 - e. Images or pictures that are inappropriate on the basis of race, gender, sexuality, disability, religion or political beliefs or those that promote disunity.
 - f. Material that promotes disharmony, hatred, disunity in any form, or any other activity that would negate, in any way, the special character or mission of the school.
5. The improper or inappropriate accessing of confidential information concerning students or any employees of the school is prohibited.
6. Users must ensure that they maintain the integrity of files and data. Do not modify or copy files or data of other users without their consent.
7. Do not use disks to transfer information or software onto the school network or school computers.
8. Treat information created by others as the private property of the creator. Respect copyrights. Never use copyrighted materials in an unlawful or

- unauthorised manner. Always give proper credit to your sources. Misuse of copyrighted material is plagiarism and constitutes cheating.
9. Use the Network / Internet in a way that does not disrupt its use by others.
 10. Do not destroy, modify or abuse the hardware or software in any way.
 11. Never use the Network / Internet for illegal or destructive activities. Do not develop or pass on programmes that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, etc. Do not "hack" the system.
 12. Do not use the Network / Internet for commercial purposes, without the principal's permission.
 13. Do not share your or anybody else's personal information such as name, address, photograph, telephone number, or credit card. Refer Table 1.

Table One: Guidelines for use of personal information

Personal information	Placed on school website	Placed on school intranet
Name	First name only	First and second names
Photograph	Parent/caregiver written permission	Parent/caregiver written permission
School work including art or photographs of work(s)	With parent/caregiver and owner's written permission	With owner's permission
Phone/home address	Never	Never
Student e-mail address	Never	With parent/caregiver and owner's written permission

14. Never agree to meet someone in person whom you have met on-line. If someone invites you to do so, be sure to notify your parent, teacher or Dean.
15. Never reveal confidential school information over the Network / Internet. This includes security and access data concerning the operation of the St Mary's College network or computer systems.
16. If a user accesses inappropriate material, in error, they must immediately exit the site, and inform a staff member. Failure to do so could result in disciplinary action.
17. Users may not download software or games they are not authorised to use.
18. Language used in all communication must be appropriate for an educational environment. Texting abbreviations and messages in capitals are not appropriate. You will also abide by other Netiquette rules which you become aware of either by the school advising of it or by your training in the use of ICTs.
19. Users are not allowed to enter public chat rooms.
20. The school will do its best to keep students safe whilst they are using ICTs. The students' role in this is that they will abide by the rules stated in this code

of conduct and agree to report to their teacher any misconduct that they become aware of.

21. Students will not hold the school or teachers responsible for, or legally liable for any unacceptable behaviour committed by an individual(s).
22. Use of the technology during the school or work day for purposes unrelated to learning or work is prohibited.

The College Code of Conduct applies to all use of electronic communication services. No material on the system can be regarded as private. All activities on the network are monitored and email sent through the network may be read by college staff.

St Mary's College reserves the right to revoke user access if it is determined that the user is engaged in unauthorised activity or is violating this Code of Conduct. This notification is your only warning, and serious violation may result in disciplinary action.

Chairperson

Principal

Policy first adopted by BOT: 26 March 2001

BOT Reviewed: 27 February 2006

Next Review Date: 2009

APPENDIX 1

Limitations and Restrictions:

St Mary's College Policy on the Use of the Internet contains restrictions on accessing inappropriate material. Parent(s) or guardian(s) are warned that St Mary's College does not have control of the information on the Internet and it is not practically possible for St Mary's College to monitor all the material available on the Internet nor does it provide any barriers to students accessing the full range of information available other than those constraints imposed by finite resources. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the intent of St Mary's College is to make Internet access available to further its educational goals and objectives, students have the ability to access other materials as well. St Mary's College will not be responsible for material accessed that is illegal, defamatory, inaccurate or potentially offensive to some people.

No Warranties:

St Mary's College makes no warranties of any kind, whether express or implied, for the service it is providing. St Mary's College will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by technical faults at St Mary's College or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. All users need to consider the source of any information they obtain, and consider how valid that information may be. St Mary's College is not responsible for the accuracy or quality of the information obtained through or stored on the system. St Mary's College will not be responsible for any financial obligations arising through the unauthorised use of the system.

Suspension of Privileges:

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of the privilege. St Mary's College, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user privilege at any time based upon its determination of the inappropriate use by student or user. St Mary's College also reserves the undeniable right to restrict access to the Internet without notice.

RULES FOR THE USE OF THE INTERNET AT ST MARY'S COLLEGE

Use and Times of Use:

1. You must read these Rules and agree to follow them.
2. Students and staff will be given an agreement to sign. The Agreement for students must be signed by you and one of your parents, a caregiver or guardian.
3. An Internet Planning Sheet must be completed by the student and permission obtained from the Subject Teacher or Manager of Faculty before you can access the Internet.
4. The Internet will only be used for school work and academic studies.
5. Students may only access and use the Internet during Library opening hours and must be supervised by a member of staff from St Mary's College.

No Prohibited or Illegal Use of the Internet:

1. You must not send, access, copy and/or arrange to receive any material on the Internet which is or may be prohibited by law in New Zealand or in the country to which you send, or from which you access, copy or arrange to receive material. Prohibited material includes (but is not limited to):
 - ◆ abusive, defamatory, offensive or obscene material;
 - ◆ false or misleading material;
 - ◆ material which may infringe copyright (software applications, copyrighted texts accessed or copied without proper authorisation).
2. You must not enter any contracts or agreements on the Internet of any nature, including entering or conducting financial transactions of any type.
3. You must not join any list servers, newsgroups or other mailing lists or enter into any other arrangement on the Internet which may incur an expense or embarrassment to the school.
4. Access to games, chat or conversation networks is not permitted.
5. Students may not have two browser applications running simultaneously.
6. Email messages which are offensive, dangerous, inappropriate or illegal are forbidden.

Internet Behaviour:

1. You will follow at least the same standard of behaviour and courtesy as that expected of you in the classroom or Library when using the Internet. *Your Internet access is a privilege not a right.* When you are using the Internet, you are representing the school;
2. You will abide by the following set of rules formulated by Internet users ("Netiquette"):
 - ◆ you will type all messages in sentence case lettering not capitals;
 - ◆ a high standard of behaviour and courtesy is expected and you will not send chain mail or junk mail, rude or abusive messages on the Internet, hate mail,

- harassment mail, discriminatory remarks or other antisocial behaviour that is inconsistent with the school's code of conduct/and Special Character;
- ◆ you will protect the privacy of yourself and others by not revealing e-mail or other addresses, telephone numbers, credit card numbers or similar personal information on the Internet.
 - ◆ you will be fair and considerate to other Internet users.
 - ◆ you will not harm or destroy or attempt to harm or destroy any data or material on the Internet; and
 - ◆ you will also abide by other Netiquette which you become aware of, either by the school advising of it or from your training or use on the Internet;
 - ◆ if you feel you can identify a problem at a Website, you must notify a system administrator. Do not demonstrate the problem to others;
 - ◆ users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
 - ◆ if a user inadvertently accesses such information they should immediately disclose the inadvertent access to their supervising teacher or Librarian. This will protect users against an allegation that they have intentionally violated St Mary's College Policy on the use of the Internet.
 - ◆ Vandalism and Harassment (a) Vandalism and harassment will result in cancellation of user privileges (b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user. This includes, but is not limited to, the uploading or creating of computer viruses. (c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to the sending of unwanted mail.
3. Regular random checks of individual computer Internet browser history files will be made. St Mary's College reserves the right to review any material on user-accounts and to monitor fileserver space in order for St Mary's College to make determinations on whether specific uses of the network are inappropriate. Furthermore, students should realise that network use (e.g. www.) is logged and is subject to administrative monitoring/review at any time.
4. Infringement of these rules has the following consequences;
- ◆ Immediate loss of Internet.
 - ◆ Parents/caregivers will be notified of any infringements.

**ST MARY'S COLLEGE
STUDENT INTERNET AGREEMENT**

STUDENT:

I understand that:

- ◆ The only purpose for school computers and other information Technology resources is to support teaching and classroom learning.
- ◆ The school will do its best to keep me safe while using the global information systems such as the computer and the Internet.
- ◆ I am not permitted to access material through the Internet which is contrary to the Special Character of St Mary's College, offensive (e.g. pornographic) dangerous, inappropriate or illegal.
- ◆ I am forbidden to pass on such material by copying, storing or printing it.
- ◆ I may use the internet at school only if there is a teacher/Librarian supervising me.

I understand how important it is to:

Take care of information Technology resources, such as computers and the Internet.

- ◆ Be careful with equipment and furniture.
- ◆ Respect the copyrights on software that prohibit copying.
- ◆ Use only school software on school computers.

Be considerate of other users.

- ◆ Share available equipment.
- ◆ Be careful not to waste computer resources, e.g. paper.
- ◆ Avoid disruption of the running of any computer or network.
- ◆ Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others.
- ◆ Remove immediately from the screen any material that would not be allowed at the school which I accidentally come across, and tell the teacher/Librarian right away.

Be responsible for privacy and security.

- ◆ I will not give anyone on the Internet information about myself or anyone else – this includes address, phone number, photograph or credit card information.
- ◆ I will not use discs.
- ◆ I will tell the teacher/Librarian if I come across a virus or security problem.

I have read this Agreement and know the importance of the school rules for the use of Computers and the Internet.

I understand and will abide by the provisions and conditions of the **Policy and Rules for the Use of the Internet at St Mary's College.**

I understand that access to the Internet is provided for educational purposes only.

I know that if I break these rules, I might lose the right to use a school computer, and the school may take other disciplinary action against me, which could include my removal from any course that involves computer use.

I will not hold my teacher or St Mary's College responsible for, or legally liable for unacceptable materials accessed by me.

I also agree to report any misuse of the Internet system to my teacher/Librarian or to the IT management staff.

Name of Student (printed)

Year Level

Signature

Date

PARENT/CAREGIVER/GUARDIAN:

As the parent/caregiver/guardian of _____, I have read the **Policy and Rules for the Use of the Internet at St Mary's College** and understand that access to the Internet is provided for educational purposes only.

I have read this Agreement and understand that my child is responsible for using school equipment and the Internet as outlined here.

I have gone through the Agreement with my child and explained its importance, and that there may be consequences for breaking the Agreement.

I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate or illegal material on the Internet, it is the responsibility of my child to have no involvement in such material.

I give my permission for _____ to be given access at school to global information systems such as the Internet.

Name of Student (printed)

Form/Class

Name of Parent/Caregiver/Guardian (printed)

Signature

Date

* If you would like to discuss this document or need help with translation, please contact the school office.