



ACCEPTABLE USE OF COMPUTER RESOURCES POLICY

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ACCEPTABLE USE OF COMPUTER RESOURCES POLICY

AIM

St Francis College provides a school-wide network of computers with internet access, printing, audio, and video capabilities for student use across the campus. The network and devices are provided for educational purposes only, as directed by college staff.

ETHICAL, LEGAL AND RESPONSIBLE USE OF ICT RESOURCES

- St Francis College requires all users of its ICT resources to do so in an Ethical, Legal and Responsible manner.
- Users of ICT resources must be aware that the use of the college's resources is subject to the full range of laws that apply to the internet, communications, use of technology and school policies. Such laws and principles include users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification, anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.
- ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using the college resources must comply with the terms of any licence agreement for the use of software programs and any other online resources.
- Users should be aware that actions performed using college devices and resources, regardless of any disclaimers that might be made, ultimately reflect on St Francis College and its community.

USERS MUST PROTECT SYSTEMS, INFORMATION, AND ACCOUNTS BY:

- Choosing a secure password - a secure password will be difficult to guess, use a combination of uppercase/lowercase letters, numbers, and special characters. This will not include basic details such as the user's name(s) or Date of Birth.
- Routinely turning the college-provided devices on to complete operating system, device, and software updates.
- Accessing the ICT resources only when authorised or directed for learning purposes.
- Only downloading, installing, or using authorised software for educational use. Students are not permitted to remove, disable, or modify existing software that was pre-installed or later added for specific purposes.
- Reporting any breach or potential breach of devices or network security to ICT staff and or a member of the College Leadership Team as soon as possible.
- Report any technical issues or physical breakages to ICT staff as soon as possible.
- Alerting the ICT staff of a lost or stolen device.
- Signing of the 1:1 agreement.
- Charging devices at home outside of school hours.

ACCEPTABLE USE OF COMPUTER RESOURCES POLICY

UNACCEPTABLE CONDUCT BY USERS WHICH COULD RESULT IN A BREACH OF SECURITY OR PRIVACY INCLUDES:

- Disclosing your BCE username and password details to another person.
- Disclosing other private or confidential information to unauthorised persons.
- Gaining unauthorised access to any systems or services by any means.
- Using ICT resources to attack or compromise another device, system, or network.
- Downloading, installing, or using unauthorised software programs.
- Deliberately installing any sort of harmful software or virus.
- Accessing or intercepting others' electronic communication without their consent.

COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Users must not, through the use of these resources, copy, download, store or transmit material that infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos, or any other form of media.

Failure to comply with the above requirements will result in sanctions such as loss of network further disciplinary action and police investigation. The Network Administrator reserves the right to access student files and conduct periodic security checks of the user's device and network activities.

STUDENT AND PARENT RESPONSIBILITIES

- The College only has access to monitor and fully control the device while it is connected to the BCE network, it is the responsibility of the parent/guardian to monitor how and where the device is being used outside of school grounds.
- It is the responsibility of the student to make sure their college-issued device is kept in their possession and in good physical condition while on or off campus. If any damage occurs to the device, a \$50 repair administration fee will be payable to the college for the first incident (for each contractual year) and any further incidents (in the same contractual year) are calculated based on the severity of damage which is quoted by the manufacturer for repair.
- In the event of a lost or stolen device, a detailed report and a Queensland Police Reference number must be provided to the College, and parents/guardians will be charged up to the full cost of the device for replacement.
- It is the responsibility of the parents/guardians to replace a charger if it is lost or stolen on or off school grounds, a replacement charger is purchasable from the College for \$30.
- The device is fully charged at home and securely transported inside the provided protective bag between classes, to and from school every day.
- The device is only used by the assigned student and not by any other users such as family members or other students.
- All files need to be backed up to the BCE OneDrive in case of technical or hardware issues that require the device to be reset (students are provided with up to 1TB of cloud storage).

ACCEPTABLE USE OF COMPUTER RESOURCES POLICY

USER AGREEMENT AND CONSENT FORM

This Acceptable Use Agreement Form must be signed and returned prior to students being granted access to the internet and other information and communication technology resources used or provided by the College.

Parents are encouraged to review and discuss the contents of the Acceptable Use of Computer Resources Policy with the student and answer any questions that they may have.

By signing this Consent Form, both Parents/Legal Guardians and students:

- are agreeing to the terms of access set out in the Policy. This is applicable to all use of school provided devices at all times, including use outside school and at home;
- acknowledge that they will be responsible in the event of any breach and that appropriate disciplinary steps may result;
- acknowledge that they are accountable to College staff when using their device at the College and to the Parent/Guardian when using the device away from the College.

STUDENT CONSENT

As a user of the St Francis College and Brisbane Catholic Education network, I agree to comply with all requirements as set out in the Computer Acceptable Use Policy and all other laws and restrictions in my access and use of various information and communication technology through the BCE and school network.

Student Name: _____

VPC Class: _____

Signature: _____

Date: _____

PARENT/GUARDIAN CONSENT

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services and the Internet. I will support school policies and procedures set out above for my child to follow when selecting, sharing or exploring information and media.

I understand that access is granted to students subject to the guidelines and expectations in the Computer Acceptable Use Policy and that, if breached, appropriate consequences may follow.

Parent/Guardian Name: _____

Signature: _____

Date: _____