



COMPUTER ACCEPTABLE USE POLICY

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COMPUTER ACCEPTABLE USE POLICY

AIM

St Francis College has provided a school-wide network of computers with internet access, printing, audio and video facilities for student use across the campus. The network is provided for educational purposes only, using activities as directed by class teachers.

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 use of these resources is subject to the full range of laws that apply to the internet, communications and to the use of computers, and school policies. Such law and principles includes users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and 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 resources must comply with the terms of any licence agreed to for the use of software programs and other online resources;
- Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on St Francis College and the community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

USERS MUST PROTECT SYSTEMS, INFORMATION AND ACCOUNTS BY

- Choosing a secure password which is changed the first time it is used (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth);
- Maintaining windows updates by turning them on and accepting all updates;
- Using access to ICT resources only as authorised;
- Respecting the privacy and confidentiality of information that they may come across through access to the resources;
- Only downloading, installing or using authorised software;
- Reporting any breach or prospective breach of network security to the appropriate technical personnel or the school principal;
- Reporting any damages directly to IT;
- Alerting the IT department of any lost or stolen devices;
- Signing of 1 to 1 agreement;
- Charging of devices.

COMPUTER ACCEPTABLE USE POLICY

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

- Disclosing your username and password details to another person;
- Disclosing other private or confidential information to unauthorised persons;
- Gaining unauthorised access to any systems by any means;
- Using ICT resources to attack or compromise another system or network;
- Downloading, installing or using unauthorised software programs;
- Deliberately installing computer viruses or other malicious programs;
- Accessing or intercepting others' electronic communications without permission.

COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Users must not, through the use of these resources, copy, download, store or transmit material which 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 guidelines will result in sanctions such as loss of network access, further disciplinary action and police investigation. The Network Administrator reserves the right to access student files, conduct periodic security checks of user's activities on the network.

Students and their parents should sign the Agreement below.

USER AGREEMENT AND PARENTAL PERMISSION FORM

As a user of the St Francis College computer network, I hereby agree to comply with the above rules communicating over the network in a reliable and responsible manner.

Student Name: _____ Signature: _____ Date: _____

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

Parent Name: _____ Signature: _____ Date: _____