INTERNET AND NETWORK ACCEPTABLE USE POLICY

RATIONALE

The purpose of education is to prepare students for success in life and work. When students enter the workforce they will likely be using their employer’s electronic network: a network similar to the one, which is provided at McAuley. In order to provide this type of service McAuley has recently refurbished both its secondary computer laboratory and its Primary Resource Centre, and expanded/upgraded its computers on both campuses. Each student at McAuley has access to MyInternet and MyClasses: a high speed internet connection providing filtered and protected access to the internet and e-mail.

The primary campus boasts a Resource Centre equipped with ten to fifteen computers and at least two PC’s in each classroom. The secondary campus has one computer laboratory with 24 computers and one library computer resource centre with twelve computers and PC’s placed in classrooms throughout the school. This recent upgrade ensures McAuley Central School is providing students and staff with appropriate access to both current computer technology and internet/network services. With this move into the Information Age students will be given the opportunity to access Internet and Network services in an educational environment at McAuley. Although students access to World Wide Webb is filtered by the most current and extensive filters available this does not mean students may not at some point access inappropriate material that may be unhealthy or at the least non-educational. Students will be guided through these possibilities and learn how to access appropriate material by using effective search methods and appropriate techniques of informing staff regarding any inappropriate material which is accessed.

Students and staff must learn what actions are appropriate on a network with access to the Internet and e-mail facilities. In order to ensure students, staff and parents are aware of appropriate behaviour while using the internet facilities at McAuley Central School we will provide an outline of facilities, expectations of behaviour, an acceptable use policy and a contract which needs both a parent and students signature. These policies are in line with guidelines supported by the CEO and our own Pastoral Care and Welfare Policy. It is imperative that all involved fully understand the consequences of such services and policies at our school.

SERVICES PROVIDED AT McAULEY CATHOLIC CENTRAL SCHOOL:

1. Library laboratory with twelve workstations, Computer laboratory with fifteen workstation, a primary resource centre with ten-fifteen workstations and three servers to connect our school to the internet and intranet, fifteen PC’s distributed throughout the secondary classrooms ensuring students can access the internet when necessary, twenty-twenty five PC’s situated on the Primary campus, all of which are connected to the internet.

2. Student enrolled at McAuley has access to the MyInternet and MyClasses interface provided by the CEO, providing an e-mail account, their own MyInternet page situated in our network at McAuley (not accessed on the WWW unless requested by staff and students with permission by parents), filtered access to the WWW surfing the Internet, a filtered e-mail account which filters inappropriate material, language and attachments and connection to our school intranet and the wider intranet which spans the Canberra and Goulburn Archdiocese.

3. Access to on-line browsing: in an educational environment
Children face many more real dangers in their lives than exposure to inappropriate material on the Internet. Supervision alone will not protect them from dangers by erecting barriers. Awareness of issues and problems will assist them in learning to make appropriate choices. The best defense is well-prepared students, teachers and parents who can assist students in using the Internet and Network Services in very productive ways. The greatest threat to our young people through Internet access is the possibility that they will become involved with an ‘online’ stalker and make the mistake of meeting with this individual in person resulting in a less-than-desirable outcome.

All users of the McAuley Central School Computer Laboratory are expected to read, understand and sign the following policy use document. The Acceptable Use Policy is in line with CEO policies and our current school welfare document. Students who deliberately fail to adhere to these guidelines will be reprimanded, may face exclusion from the service and facilities, and if the students violate intentionally illegal activities may face prosecution.

There are network administrator at McAuley Central School is Mr. David Turnbull and Mrs Lyn Bathgate who are responsible for the routine maintenance of the system. It is accepted that during routine maintenance staff may come across information which indicates students have violated acceptable use policy. This may result in exclusion from the service and facilities provided by McAuley Central School.

*It is to be emphasized that the Internet and network administrators may have access to all files during the routine maintenance of the network facility. Any students found to be intentionally violating the Acceptable Use Policy may be excluded from the services and equipment. The police may prosecute students who are found to be intentionally violating the Acceptable Use Policy by participating in illegal activities. It strongly advised that parents and students be aware of recent changes to legislation that allow police to charge persons deliberately vandalizing or accessing information on public networks: our school at McAuley is a public network.

INTERNET AND NETWORK ACCEPTABLE USE AGREEMENT FORM

The following uses of the services provided by McAuley Catholic Central School are considered unacceptable. Please read and sign:

Personal Safety (Restrictions are for students only)

a) Posting of personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, email addresses, etc
b) Meeting with someone they have met on-line without the parent's/guardian's approval and participation
c) Not disclosing to their teacher any messages they receive that are inappropriate or that make them feel uncomfortable
Illegal Activities (Staff and Students)

a) Attempting to gain unauthorized access to the service or any other computer system through the service, or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files

b) Making deliberate attempts to disrupt the service performance or destroying data by spreading computer viruses or by any other means.

c) Engaging in any illegal act, such as arranging for a drug sale or purchase of alcohol, engaging in criminal activity, threatening the safety of people, etc.

Network Security (Staff and Students)

a) Providing their password to another person for accessing services

b) Not notifying the school network administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an unauthorized attempt to gain access.

c) Spreading computer viruses.

Inappropriate Language (Staff and Students)

a) Restrictions against ‘Inappropriate Language’ apply to public messages, private messages, and material posted on Web pages.

b) Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c) Posting information that, if acted upon, could cause damage or a danger of disruption.

d) Engaging in personal attacks, including prejudicial discriminatory attacks.

e) Harassing another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

f) Knowingly or recklessly posting false or defamatory information about a person or organization.

Respect for Privacy (Staff and Students)

a) Re-posting a message that was sent to them privately without permission of the person who sent them the message.

b) Posting private information about another person.

Respecting Resource Limits (Staff and Students)

a) Using the services for other than educational and professional or career development activities and limited, high quality, self-discovery activities.
b) Downloading or sending large file
   Posting chain letters or engaging in ‘spamming’. Spamming is sending an annoying or
   unnecessary message to a large number of people.

c) Not checking e-mail frequently, deleting unwanted messages promptly.

d) Subscribing to poor quality discussion group mail lists that are not relevant to their
   education.

**Plagiarism and Copyright Infringement (Staff and Students)**

a) Plagiarizing works found on the Internet. Plagiarism is taking the ideas or writings of
   others and presenting them as if they were original to the user.

b) Not respecting the rights of copyright owners. Copyright infringement occurs when an
   individual inappropriately reproduces a work that is protected by a copyright. If a work
   contains language that specifies acceptable use of that work, the user should follow the
   expressed requirements. If the user is unsure whether or not they can use a work, they
   should request permission from the copyright owner.

**Access to Inappropriate Material (Staff and Students)**

a) Using the service to access material that is profane or obscene (pornography), that
   advocates illegal acts, or that advocates violence or discrimination towards other people.
   For students, a special exception may be made if the purpose of such access is to
   conduct research and both the teacher and the parent/guardian approve access. Staff
   may access the above material only in the context of legitimate research.

b) Failing to immediately disclose inadvertent access in a manner specified by their school.
   This will protect users against an allegation that they have intentionally violated the
   School Acceptable Use Policy.

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**PLEASE SIGN AND RETURN TO YOUR CLASSROOM/PASTORAL CARE TEACHER**

I __________________________________ understand fully the acceptable use policy, which has
been placed before me and I give permission for my child/ children

___________________________________________________ ___________________________

to use the Internet/Network services provided at McAuley Central School under the above
conditions.

Signed (Parent/Guardian) ________________________________________________________

Signed (Student/students) ________________________________________________________

Teacher (Mr. Turnbull) ________________________________________________________

Principal (Ms P M Mangelsdorf) _________________________________________________