ST CATHERINE’S
CATHOLIC PRIMARY SCHOOL
BERWICK

ACCEPTABLE USE POLICY FOR
INFORMATION, COMMUNICATIONS AND
TECHNOLOGY (ICT) SYSTEMS
2011
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ACCEPTABLE USE POLICY FOR
ST CATHERINE’S CATHOLIC PRIMARY SCHOOL BERWICK
INFORMATION, COMMUNICATIONS AND TECHNOLOGY (ICT) SYSTEMS

1. Purpose

1.1 The purpose of this Policy is to ensure that all use of St Catherine’s Primary School’s Information, Communications and Technology (ICT) systems is legal, ethical and consistent with the aims, values and objectives of St Catherine’s Primary School and that of the Catholic Education Office.

1.2 St Catherine’s Primary School’s ICT systems must be properly and efficiently used. St Catherine’s Primary School’s ICT systems are not to be used for inappropriate activities, for example:- pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, sexual harassment, bullying, stalking, illegal activity and privacy violations.

2. Scope

2.1 In this Policy –

(i) an “Authorised Person” means the School Principal or a person authorised by the School Principal.

(ii) “copyright” does not include moral rights under the Copyright Amendment (Moral Rights) Act 2000.

(iii) “St Catherine’s Primary School’s ICT systems” includes but is not limited to, St Catherine’s Primary School Local Area Networks (LANs), Wide Area Networks (WANs), Wireless Local Area Networks (WLANs), Intranet, internet, electronic mail (email), computer systems, software, servers, desktop computers, notebook computers, leased notebook computers, digital cameras, hand held devices (for example, personal digital assistants or “PDAs”), USB Memory sticks and other ICT storage devices;

(iv) “electronic communications” means email, instant messaging and any other material sent electronically;


(vii) “personal use” means all non-work related use, and includes internet usage and private emails.
(viii) “users” of St Catherine’s Primary School’s ICT systems includes all employees (including ongoing, casual and temporary employees), all students enrolled at St Catherine’s and any volunteers or parents who use St Catherine’s Primary School’s ICT Systems.

2.2 This Policy applies to all users of St Catherine’s Primary School’s ICT systems regardless of work location.

2.3 This Policy applies to the use of all aspects of St Catherine’s Primary School’s ICT systems, networks, software and hardware collectively referred to as “St Catherine’s Primary School’s ICT systems”.

2.4 Use of St Catherine’s Primary School’s ICT systems includes transmissions to or through St Catherine’s Primary School’s ICT systems by a user.

2.5 This Policy governs the use of St Catherine’s Primary School’s ICT systems and includes but is not limited to:

- Publishing and browsing on the internet (including intranet and ultranet)
- Downloading or accessing files from the internet or other electronic sources
- Email
- Electronic bulletins/notice boards
- Electronic discussion/news groups
- Weblogs (‘blogs’)
- File transfer
- File storage
- File sharing
- Video conferencing
- Streaming media
- Instant messaging
- Online discussion groups and ‘chat’ facilities
- Subscriptions to list servers, mailing lists or other like services
- Copying, saving or distributing files
- Viewing material electronically, and
- Printing material.
2.6 Any reference in this Policy to an Act, Regulation, Guidelines, Code of Conduct or other document includes a reference to the Act, Regulation, Guidelines, Code of Conduct or other document as amended from time to time.

3. Rationale

3.1 The use of St Catherine’s Primary School’s ICT systems carries with it responsibilities.

3.2 The provision of St Catherine’s Primary School’s ICT systems by St Catherine’s Primary School is to improve and enhance learning and teaching, and conduct of the business and functions of St Catherine’s Primary School. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in an appropriate manner.

3.3 The process by which St Catherine’s Primary School seeks to manage staff use of St Catherine’s Primary School’s ICT systems is through the development and implementation of this Policy. The Policy must be followed whenever using St Catherine’s Primary School’s ICT systems.

4. Responsibility

4.1 It is the responsibility of the Principal to ensure that the persons to whom this Policy applies are aware of this Policy. This may include, but is not limited to -

(a) providing access to a copy of the Policy
(b) reminders of the need for compliance with the Policy, and
(c) providing updates or developments of the Policy to those affected by the Policy.

4.3 It is the responsibility of all users to abide by the Policy.

5. Non-Compliance

5.1 Depending on the nature of the inappropriate use of St Catherine’s Primary School’s ICT systems, non-compliance with this Policy may constitute:

(i) a breach of employment obligations
(ii) serious misconduct
(iii) sexual harassment
(iv) unlawful discrimination
(v) a criminal offence
(vi) a threat to the security of St Catherine’s Primary School’s ICT systems
(vii) an infringement of the privacy of staff and other persons, or
(viii) exposure to legal liability.

5.2 Non-compliance with this Policy will be regarded as a serious matter and appropriate action, including termination of employment, may be taken.

5.3 Where there is a reasonable belief that illegal activity may have occurred St Catherine’s Primary School will report the suspected illegal activity to the police.

6. Business Purposes

6.1 The St Catherine’s Primary School’s ICT systems are tools to be used for St Catherine’s Primary School purposes.

6.2 Use of St Catherine’s Primary School’s ICT systems must –

(a) be for St Catherine’s Primary School purposes only, or where authorised or required by law, or with the express permission of an Authorised Person; and

(b) be used like other business communications and comply with any codes of conduct, ministerial orders or legislative requirements which apply to the user, for example, the Code of Conduct for the Victorian Public Sector, the Teaching Service Act 1981 (Vic) and the Public Administration Act 2004 (Vic).

6.3 Notwithstanding clause 6.2(a), users of St Catherine’s Primary School’s ICT systems may use St Catherine’s Primary School’s ICT systems for personal use provided the use is not excessive and does not breach this Policy. Users must not engage in excessive personal use of St Catherine’s Primary School’s ICT systems during working hours. Users must not engage in excessive personal use of electronic communications and the internet using St Catherine’s Primary School’s networks outside working hours. A breach of either of these constitutes a failure to abide by this Policy.

6.4 Subject to limited personal use in accordance with clauses 6.3

(i) subscribing to list servers, mailing lists and other like services must be for St Catherine’s Primary School’s purposes or professional development reasons only; and

(ii) online conferences, discussion groups or other like services must be relevant and used for St Catherine’s Primary School’s purposes or professional development activities. Such interaction requires that internet etiquette should be observed along with current societal standards for respect and fairness.

6.5 Obtaining unauthorised access to electronic files of others, or to Email or other electronic communications of others, is not permitted and may constitute a criminal offence under the Crimes Act 1958 (Vic) or other legislation.
6.6 Large downloads or transmissions should be minimised to ensure the performance of St Catherine’s Primary School’s ICT systems for other users is not adversely affected. Where a user has caused St Catherine’s Primary School to incur costs for excessive downloading of non-work related material in breach of this policy, St Catherine’s Primary School may seek reimbursement or compensation from the user for all or part of these costs.

7. Property Ownership

7.1 St Catherine’s Primary School is the owner of, and asserts copyright over, all electronic communications created by employees as part of their employment and sent through St Catherine’s Primary School’s ICT systems.

7.2 Electronic communications created, sent or received by the users referred to in clause 2.1(viii) are the property of St Catherine’s Primary School, and may be accessed as records of evidence in the case of an investigation. Electronic communications may also be subject to discovery in litigation and criminal investigations. All information produced on computer, including emails, may be accessible under the Freedom of Information Act 1982 (Vic). Please note that Email messages may be retrieved from back-up systems and organisations, their employees and the authors of electronic communications have been held liable for messages that have been sent.

8. Monitoring

8.1 Use of St Catherine’s Primary School’s ICT systems may be monitored by Authorised Persons.

8.2 From time to time, Authorised Persons may examine or monitor the records of St Catherine’s Primary School’s ICT systems including for operational, maintenance, compliance, auditing, security or investigative purposes. For example, electronic communications and websites visited may be monitored. The School Principal or authorised person may investigate a complaint arising from the use of St Catherine’s Primary School’s ICT systems.

8.3 Use of St Catherine’s Primary School’s ICT systems is provided to users on condition that it is agreed that St Catherine’s Primary School’s ICT systems are monitored in accordance with this Policy. Use of St Catherine’s Primary School’s ICT systems constitutes consent to monitoring in accordance with this Policy.

8.4 If at any time there is a reasonable belief that St Catherine’s Primary School’s ICT systems are being used in breach of this Policy, the Principal or authorised person may suspend a person’s use of St Catherine’s Primary School’s ICT systems and may require that the equipment being used by the person be secured by the Principal while the suspected breach is being investigated.
9. Defamation

9.1 St Catherine’s Primary School’s ICT systems must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or St Catherine’s Primary School liability. Electronic communications may be easily copied, forwarded, saved, intercepted or archived. The audience of an electronic message may be unexpected and widespread.

10. Copyright Infringement

10.1 The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and down loaded information) must not be used without specific authorisation to do so. The ability to forward and distribute electronic messages and attachments and to share files greatly increases the risk of copyright infringement. Copying material to a hard disk or removable disk, printing or distributing or sharing copyright material by electronic means, may give rise to personal and/or St Catherine’s Primary School liability, despite the belief that the use of such material was permitted.

10.2 St Catherine’s Primary School supports the rights of copyright owners and does not and will not tolerate reckless or deliberate copyright infringement.

10.3 Please see Attachment A for full “Legal Disclaimer and Copyright Notice”.

11. Illegal material

11.1 St Catherine’s Primary School’s ICT systems must not be used in any manner contrary to law or likely to contravene the law. Any suspected offender will be referred to the police or other relevant authority and their employment may be terminated.

11.2 Illegal or unlawful use includes but is not limited to use of certain types of pornography (eg child pornography) under the Crimes Act 1958 (Vic), offences under the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic), defamatory material, material that could constitute racial or religious vilification, unlawfully discriminatory material, stalking under the Crimes Act 1958 (Vic), use which breaches copyright laws, fraudulent activity, computer crimes and other computer offences under the Cyber Crime Act 2001 or Crimes Act 1958 (Vic) (as amended by the Crimes (Property Damage and Computer Offences) Act 2003 (Vic)) or any other relevant legislation.

11.3 In particular, St Catherine’s Primary School is an institution charged with the safety and education of children. Child pornography is abhorrent and represents the antithesis of St Catherine’s Primary School’s responsibilities to children. Any suspected offender will be referred to the police and their employment may be terminated if the allegations are substantiated.
12. Offensive or Inappropriate material

12.1 Use of St Catherine’s Primary School’s ICT systems must be appropriate to a workplace environment. This includes but is not limited to the content of all electronic communications, whether sent internally or externally.

12.2 The St Catherine’s Primary School’s ICT systems must not be used for material that is pornographic, harassing, bullying, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually-oriented messages or images and messages that could constitute sexual harassment.

12.3 Users of St Catherine’s Primary School’s ICT systems who receive unsolicited offensive or inappropriate material electronically should notify their teacher or School Leadership Team. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto St Catherine’s Primary School’s ICT systems except where the material is required for the purposes of investigating a breach of this policy.

13. Confidentiality

13.1 Electronic communication is not a secure means of communication. While every attempt is made to ensure the security of St Catherine’s Primary School’s ICT systems, users must be aware that this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

14. Viruses

14.1 Electronic communications are potential delivery systems for computer viruses. All data, programs and files which are downloaded electronically or attached to messages should be scanned by an anti-virus program before being launched, opened or accessed.

14.2 Viruses have the potential to seriously damage St Catherine’s Primary School’s ICT systems. Do not open any downloaded files, emails or attachments that you are not expecting or that look suspicious. In the event that you receive any files that you suspect contain a virus it should be reported immediately to the Principal or authorised person.
15. Attribution

15.1 There is always a risk of false attribution of breaches of this Policy. It is possible that communications may be modified to reflect a false message, sender or recipient. In these instances an individual may be unaware that he or she is communicating with an impostor or receiving fraudulent information. If a user has a concern with the contents of a message received or the identity of the publisher of the electronic information, action should be taken to verify their identity by other means. If a user believes an electronic communication has been intercepted or modified, the Principal or authorised person should be informed.

15.2 Users are accountable for all use of St Catherine’s Primary School’s ICT systems that have been made available to them or leased to them for work purposes and all use of St Catherine’s Primary School’s ICT systems performed with their user-ID. Users must maintain full supervision and physical control of St Catherine’s Primary School’s ICT equipment, including notebook computers, at all times. User-IDs and passwords must be kept secure and confidential. User-IDs and passwords should not be disclosed to anyone. Users must not allow or facilitate unauthorised access to St Catherine’s Primary School’s ICT systems through the disclosure or sharing of passwords or other information designed for security purposes.

15.3 Active connections are to be terminated when access is no longer required and PCs secured by password when not in use.

16. Mass distribution and ‘Spam’

16.1 The use of electronic communications for sending ‘junk mail’, for-profit messages, or chain letters is strictly prohibited.

16.2 Mass electronic communications should only be sent in accordance with normal St Catherine’s Primary School’s procedures.

16.3 The use of electronic communications for sending unsolicited commercial electronic messages (‘Spam’) is strictly prohibited and may constitute a breach of the Spam Act 2003.

17. Records Management

17.1 Electronic Communications are public records and subject to the provisions of the Public Records Act 1973 (Vic).

17.2 Email messages that are routine or of a short term facilitative nature should be deleted when reference ceases, as distinct from ongoing business records such as policy or operational records.

17.3 Retention of messages fills up large amounts of storage space on the network and can slow down performance. As few messages as possible should be maintained in a user’s mail box.
Messages for archive should be kept in separate archive files stored on the user’s network home or shared drive.

18. Disclaimer

18.1 All emails sent externally from St Catherine’s Primary School’s Mail Service will automatically have a disclaimer attached to them. The current disclaimer is worded as follows:

“This e-mail and any attachments may be confidential. You must not disclose or use the information in this e-mail if you are not the intended recipient. If you have received this e-mail in error, please notify us immediately and delete the e-mail and all copies. St Catherine’s Primary School does not guarantee that this e-mail is virus or error free. The attached files are provided and may only be used on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. The content and opinions in this e-mail are not necessarily those of St. Catherine’s Primary School.

The Domain for St Catherine’s Primary School Berwick is now [stcberwick.catholic.edu.au].

18.2 This disclaimer must not be altered or interfered with in any way, except by Authorised Persons. The use of this disclaimer may not necessarily prevent St Catherine’s Primary School or the sender of the email from being held liable for its contents.

18.3 Please see Attachment A for full “Legal Disclaimer and Copyright Notice”.

19. Complaints

19.1 If you wish to make a complaint about an electronic communication which is offensive or inappropriate, raise it with your teacher, the School’s Principal or authorised person.

20. Breaches of this Policy

20.1 Breaches of this Policy may be categorised using the following categories. The categories do not cover all breaches of this Policy, for example the categories do not specifically refer to breaches of copyright. Matters not covered by the following categories will be dealt with on an individual basis and on the relevant facts.

Category 1: Illegal

This category covers the following:

a. Child pornography – offences relating to child pornography are covered by the Crimes Act 1958 (Vic) and the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic). Child pornography is defined in section 67A of the Crimes Act 1958 (Vic) as: “a film, photograph,
publication or computer game that describes or depicts a person who is, or appears to be, a minor engaging in sexual activity or depicted in an indecent sexual manner or context.”

b. Objectionable material – offences relating to the exhibition, sale and other illegal acts relating to “objectionable films” and “objectionable publications” are covered by the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic). Such material has or would attract a classification of X18+ (restricted) or RC (refused classification) under the Guidelines for Classification of Films and Computer Games 2005 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995.

c. Any other material or activity which involves or is in furtherance of a breach of the criminal law.

**Category 2: Extreme**

This category involves non-criminal use of material that has or would attract a classification of RC under the Guidelines for Classification of Films and Computer Games 2005 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995. This covers any material that:

a. depicts, expresses or otherwise deals with matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in such a way that they offend against the standards of morality, decency and propriety generally accepted by reasonable adults to the extent that the material should not be classified;

b. describes or depicts in a way that is likely to cause offence to a reasonable adult, a person who is, or appears to be, a child under 18 (whether or not the person is engaged in sexual activity or not); or

c. promotes, incites or instructs in matters of crime or violence.

**Category 3: Critical**

This category involves other types of offensive material. This covers any material that:

a. Has or would attract a classification of X18+ under Guidelines for Classification of Films and Computer Games 2005 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995. The material covered by this classification is only available for hire or sale in the ACT and Northern Territory, and covers sexually explicit material.

b. Involves racial or religious vilification

c. Is unlawfully discriminatory

d. Is defamatory
e. Constitutes bullying

f. Involves sexual harassment, or

g. Brings or has the potential to bring St Catherine’s Primary School into disrepute.

**Category 4: Excessive personal use during working hours**

This category covers personal use which satisfies the following 3 criteria -

a. it occurs during normal working hours (but excluding the employee’s lunch or other official breaks), and

b. it adversely affects, or could reasonably be expected to adversely affect the performance of the employee’s duties, and

c. the use is more than insignificant.

**21. Evaluation**

This Policy will be reviewed annually by St Catherine’s School Leadership Team.

**22. Ratification**

This Policy was last ratified by St Catherine’s Staff, Leadership Team and School Board in October 2011.
St.Catherine’s Primary School Berwick.

Legal Disclaimer and Copyright Notice.

By using the St.Catherine’s Web Site and the material available throughout it, you agree to the following conditions.

You agree not to infringe copyright or any other intellectual property rights in this site or the material it contains.

The St.Catherine’s Web Site and its contents are subject to Copyright under the laws of Australia. All material, information and data (including graphics) are owned by St.Catherine’s, and are, unless otherwise stated, Copyright by St.Catherine’s Primary School, Berwick. You may view this Web Site and its contents using your web browser and save an electronic copy, or print out a copy, solely for your own information, research or study, but only if you (a) Do not modify the copy from how it appears in the St.Catherine’s Web Site, and (b) Include the copyright notice: “Copyright St.Catherine’s Primary School Berwick”.

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You as user, accept all risks and responsibility, and in no event shall St.Catherine’s Primary School be liable for any indirect, special or consequential damages or any damages whatsoever resulting from loss of use, data or profits resulting directly or indirectly from using this Site and any information or material from or through it.

The views and opinions of the many authors expressed in the material contained on this Web Site, do not necessarily represent those of St.Catherine’s Primary School.

St.Catherine’s reserves the right to monitor all use of its computer systems, communication networks and learning technologies equipment through authorized System Administrators, and take appropriate action when usage guidelines are abused.

St.Catherine’s Primary School Berwick reserves the right to alter or remove any material, information or service from its Web Site without notice.
Student Acceptable Use Agreement

To have access to Information and Communication Technologies at St Catherine’s you need to follow these agreed practices.

**Student Agreement**

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

**I will:**
- Treat the school’s ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and internet the way my teacher has asked me to.
- If I find something that is not appropriate for primary school children on the Internet I will turn off the monitor, then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Pack away equipment and tidy the area I was using.

**I will not:**
- Give out my personal information, such as my surname, address, phone number or photo of myself, my parents or any other person while using the internet.
- Break copyright law by copying and/or using another’s work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.

**Breaking the Student Agreement**

If a student breaks the Student Agreement a number of steps can be taken:
- Withdrawal of individual log-on to intranet, internet or both for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist/ICT Coordinator as to how to avoid future problems.

**Acknowledgement**

I give/do not give (circle one) permission for my son/daughter to use the Internet and other ICT facilities and we:
- Have read the “Acceptable Use Policy” (School Web Site) and the Student Agreement.
- Agree to using Information and Communication Technologies for educational purposes in the manner outlined in the policy.
- Have talked about safety, privacy and copyright concerns when using computers at school and home.

Parent’s signature: ______________________ Name ( print ) ______________________ Date:__________

Child’s signature:___________________ Name ( print ) ______________________ Class:________ Date:__________

Please return this form to school as soon as possible. Your child will be unable to use the school’s network or the Internet until this form is returned.

Thank you
St Catherine’s Primary School
User’s Code of Practice

Purpose
This Code of Practice has been developed for all non-student users of St Catherine’s Information, Communication and Technology (ICT) Systems and is consistent with St Catherine’s “Acceptable Use Policy”- (School Web Site)

MANDATORY PROCEDURES

Security
- Ensure your login and password are unique (i.e. don’t use shared passwords).
- Log your workstation off the network before leaving the workstation.
- Ensure devices that join the network or are brought onto school property or to sanctioned school activities do not contain content or are used in any way that is in breach of the Acceptable Use Policy.
  (NB Devices include but are not limited to laptops, iPods, USB storage devices and mobile phones).
- Report any breaches of the “Acceptable Use Policy” and the Code of Practice to the Principal or authorised person.

Supervision of Students
- Student activity on computer networks will be supervised appropriately by staff. Staff will take all reasonable steps to ensure that student activity on networks is in accordance with the School’s Acceptable Use Policy and the Student Acceptable Use Agreement.

Acceptable Use includes those lawful uses that are outlined in the “Acceptable Use Policy”, are related to the core business of St Catherine’s and includes incidental personal use of school computers and devices, as long as such use does not interfere with the employee’s work duties and performance, system operations or other system users.

Unacceptable Use means to do or omit to do anything which would breach the law, School Policies or your employment contract. For example it is unacceptable to:

- Abuse, vilify, defame, harass, bully or discriminate (by virtue of sex, race, religion, national origin or other).
- Send or receive or download obscene or pornographic material.
- Injure the reputation of St Catherine’s or to do or omit to do anything that may cause embarrassment to St Catherine’s.
- Spam or mass mail or to send or forward chain mail letters.
- Infringe the copyright or other intellectual property rights of another person.
- Perform any other unlawful or inappropriate act.
- Download video files or downstream from the internet for purposes inconsistent with St Catherine’s core business.
- Communicate information concerning any password, identifying code, personal identification code or other confidential information.
- Game, wage or bet.
- Perform personal business activity for financial gain or commercial purposes.

Employees of St Catherine’s Primary School may access the Internet via the Local and /or Wide Area Network after signing the following declaration.

I declare that I have read and I understand St Catherine’s Acceptable Use Policy for Information, Communication and Technology and the accompanying User’s Code of Practice.

I understand that my use of St Catherine’s ICT Systems may be monitored.

Surname: ____________________________ Given Name: ____________________________
Signature: ____________________________
Date: ____/____/____

PLEASE RETAIN A COPY FOR YOUR RECORDS