DARAMALAN COLLEGE

Acceptable computer and Internet use

The Acceptable Use of ICT policy applies to the use of computers, network and Internet at school.

Access and Security

The student will:

- ensure that communication through Internet and online communication services is related mainly to learning
- keep passwords confidential, and change them when prompted, or when known by another user
- use passwords that are not obvious or easily guessed
- log off at the end of each session to ensure that nobody else can use their account
- keep their device in a secure place when not in use
- be aware that all use of Internet and online communication services can be audited and traced to the accounts of specific users
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- ensure that personal use is kept to a minimum and Internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentional downloads of unauthorised software, graphics, films or music that is not associated with learning, are not permitted
- access social networking sites only with the permission of a teacher
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose
- be responsible for their own device. The school is not responsible for any damage or loss.

The student will not:

- disable settings for virus protection, spam and filtering that have been installed on school devices
- allow others to use their devices or personal account
- knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence.
  - a computer virus or attachment that is capable of damaging recipients' computers
  - chain letters and hoax emails
  - spam, e.g. unsolicited advertising material
  - photos or videos without the owner's consent
- send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
  - use the device or the College network to threaten, bully or harass another person nor make excessive or unreasonable demands upon another person
  - sexually explicit or sexually suggestive material or correspondence
  - false or defamatory information about a person or organisation
- damage or disable computers, computer systems or networks of Daramalan College
- use College or House crests on personal sites or in any form of electronic communication without the express permission of the Principal
- use the name of the College on any personal website
- create, post or forward any material that defames, offends or harasses any member of the Daramalan College community
- Access external Internet providers via 3G or 4G solutions, bypassing the school's filtering software

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Privacy and Confidentiality

The student will:
- never publish or disclose the email address of a staff member or student without that person's written permission
- not reveal personal information including names, addresses, photographs,videos, credit card details, social media connections and telephone numbers of themselves or others
- ensure privacy and confidentiality are maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

The student will:
- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- ensure that permission is gained before electronically publishing the work, in any format, of another person. Always acknowledge the creator or author of any material published
- ensure any material published on the Internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

The student is aware that:
- they are held responsible for their actions while using internet and online communication services
- they are held responsible for any breaches caused by them allowing any other person to use their account to access Internet and online communication services

Consequences for misuse or breaches
- the misuse of Internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to the College network.
- the student may be placed on a higher discipline status level or be suspended from school
- devices will be confiscated and returned to parents.

Monitoring, evaluation and reporting requirements

The student will report:
- any Internet site accessed that is considered inappropriate
- any suspected technical security breach involving users from inside or outside of Daramalan College.

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