

# ST. PETER CHANEL CATHOLIC PRIMARY SCHOOL DEER PARK INTERNET USE POLICY AND PROCEDURES

## Vision

*We aim to help students develop critical perspectives so that they can operate responsibly, safely and ethically within society.*

## Rationale

At St. Peter Chanel Catholic Primary School, we believe that Information and Communication Technology is an integral part of everyday life. To cater for the development of children's needs in this technological society, we need to provide various programs, facilities and technological experiences that expose our students to the technology of today and recognise its importance for student learning.

We provide staff with access to the Catholic Education Victorian Network, which includes the school's Local Area Network, World Wide Web through 'Education Channel' and the Internet, and Electronic Mail (e-mail).

We provide students with access to the school's Local Area Network, restricted World Wide Web through 'Education Channel', other supervised Internet use, and Electronic Mail (e-mail).

It is our responsibility as educators to teach students how to operate within this online environment responsibly, safely and ethically. This is vital to our mission as Catholic educators to help students develop critical perspectives that enable them to recognize and reject cultural counter-values which threaten human dignity.

## Network User Guidelines

*Usage rules and conditions for Network Users*

## STUDENTS

The following guidelines should be discussed with students before they are signed so that students have a clear understanding of their responsibilities. They should also be reviewed as a class each term. The guidelines on the following page are divided carefully into four main headings. These are Monitoring, Security, Privacy and Equipment.

**Note:** Students and Parents/guardians must sign the agreement annually before students have any form of access to learning technologies.

A breach or breaches of any of the guidelines may lead to the loss of access to Information and Communication Technology resources. This loss of privileges may range from a ban of one week to a total loss of access for serious breaches or continual offenders.

### Monitoring

- The Principal and Network Administrator reserve the right to review any material on user accounts or files in order to ensure that usage of the network is appropriate.
- Students must inform the teacher of any site that is concerning or which they believe a teacher would not approve.
- Accessing and/or browsing of unsuitable sites will result in immediate loss of privileges.

### Process for setting up email account for individual students

- The Principal is to arrange for the Information and Communication Technology Acceptable Usage Agreement for Students to be distributed to each student.
- The Agreement which has been signed by the parent/guardian, and the student is to be returned to the school administration.
- The original signed agreement is placed on the student's file maintained in the Administration office.
- A copy of the original signed agreement is to be forwarded to the Technology Administrator, who will then set up the email account for the individual student.
- The copy of the signed agreement is then passed on to the student's class teacher, who will place it in his/her file.

### Security

- If a student identifies a security problem on the Educational Channel or world wide web he/she must notify a teacher immediately. The problem is not to be demonstrated to other users.
- System files and configurations including files and other technical data must not be altered.
- Students will not move, alter or delete any files without permission when using the Network, Education Channel and Email.
- Emails are not to be opened if source is unknown.

### Privacy

- Students at St. Peter Chanel Catholic Primary School will respect rights relating to privacy, this includes consideration of confidentiality of other network users.
- As passwords are confidential, they are not to be disclosed to, or swapped with, other students.
- Students are not to attempt to guess passwords or to gain unauthorised access to another person's files or electronic mail (email)

- Students are not permitted to provide personal information such as their own and others' home address, telephone numbers or details through the Education Channel (Edu-cache)
- Any attempt by someone to seek student's personal details must be reported to the teacher immediately.
- Students are not to write inappropriate things about themselves or others through email.
- Parents will be notified and permission sought if a child's image or work is to be used in a public display.

## Equipment

- Students are not to bring any form of software from home to use on the school's Network.
- Computers are to be used only under the direct supervision of the teacher.
- Students are to inform the teacher of any technical problems that they encounter with any computer or printer.
- When accessing information for research purposes children must obtain the consent of the teacher before printing any material.

## STAFF

### Monitoring

- Supervision of the student's use of Information and Communication Technology is part of the duty of care that every staff member extends to every student.
- Staff will ensure the Information and Communication Technology usage agreement has been signed by parents, is reviewed annually with students, and students will not use the computers or technological equipment without this agreement.
- Staff will display a copy of the user agreement in the Learning Areas.

### Security/Privacy

- Staff members will be made aware that Email is not guaranteed to be private. It is monitored to ensure it is appropriate.
- The staff's use of Information and Communication Technologies is monitored through SINA tools.
- Intellectual Property and Copyright laws must be considered before any work, logos or trademarks are published on the World Wide Web.
- When using Email, staff members are to be aware of Federal and State laws regarding libel, defamation, injurious, falsehood and innuendo, as well as discrimination, vilification and harassment. There are also laws concerning obscenity, pornography, and other sexually explicit or violent material.
- Images and personal details of staff may only be published on the Internet with their written permission.
- Emails should not be opened if source is unknown.

## Equipment

- Staff may use the Internet at school for limited personal use as long as it does not interfere with the person's employment obligations.
- Staff members are not to download any software onto the computers. Only the SINA/Network Administrator is able to do that.
- Staff members are to inform the Administrator of any technical problems that they encounter with any aspect regarding Information and Communication Technologies.
- The printer is not to be used as a photocopier e.g. to produce class sets of copies.

Appropriate use of the school's Information and Communication Technologies include:

1. Curriculum-related and educational information resources
2. Draft documents for discussion
3. Copies of documents previously published/distributed
4. Committee meeting agreements
5. Non-business use as approved by the school
6. Reasonable use by the designated union authority.

If any guidelines are unclear to staff it is their responsibility to contact the relevant authority to seek clarification.

A failure of staff to comply with the guidelines will be followed by one or more of the following:

- A request will be made to explain the circumstances surrounding the breach;
- If the breach occurs without good reason, an official warning will be issued and a personal file annotation will be made;
- A requirement to attend appropriate counselling sessions will be issued;
- A requirement for specific approval for all email and Internet access will be issued.

**Note:** Serious or repeated breaches of the policy may lead to termination of employment.

**Evaluation:** To be reviewed in accordance with the School Improvement Plan.

ST PETER CHANEL PRIMARY SCHOOL  
DEER PARK

LEARNING TECHNOLOGIES USER GUIDE AND CONTRACT YEARS 3 – 6

St Peter Chanel Primary School is pleased to allow students access to the Internet and computer facilities. In educating our students for a rapidly changing world, we believe it is important to learn how to use available technology responsibly. St Peter Chanel Primary School will make every effort to protect students from any misuse or abuse as a result of their experiences using information technology.

St Peter Chanel Primary School believes that each child has a right to access Learning Technologies. This access involves responsibility and therefore a school policy is necessary to ensure all users are aware of these responsibilities. These user guidelines may be reviewed during the year so that they remain consistent with the needs of the school community.

Parents are asked to discuss this information with their children. The parent, carer or guardian and the child will need to sign this document and return it to school. Please note that this is a yearly contract that will need to be renewed annually.

- I will always use appropriate and respectful language in all messages that I send or post.
- I **will not move** any files or information that does not belong to me.
- I **will not delete** any files or information that does not belong to me.
- I will not alter settings or configurations on any school computer.
- I will not give my internet or network password out to anyone.
- I will not send any messages or post details on the web that include information (e.g. home address, phone number, pictures, date of birth) about myself or any other person.
- I will not search for or use inappropriate terms when using search engines on the internet.
- I will not access Social Networking sites at school without first gaining permission from my teacher.
- If I accidentally log on to an inappropriate website, I will turn off the computer screen or close the laptop lid and tell the teacher **immediately**.
- I am not allowed to bring programs on flash drives, portable hard drives, DVD or CD-ROMS from home, as the school has all the programs I need.
- I will handle all hardware and software with care.
- I will report any problems to my teacher and will not try to fix them myself.

If the occasion should arise, the following consequences will be applied for not adhering to the guidelines.

- A warning will be given (first offence) if the offence is not deemed serious enough for further action. This warning will be noted and any repeat of the offence will result in the one of the following consequences.
- Restricted access to computers and the internet for a period of time to be determined by the classroom teacher. Further offences will incur heavier penalties, including a ban on computer use for an extended period of time to be determined by the classroom teacher in consultation with the principal.
- A note will be sent home to parents in the event of a serious offence or repeat offences.
- In the case of a serious offence, the principal has the right to determine the consequences deemed necessary or appropriate.
- More serious offences may require the school to contact the police.

Armando Gagliardi  
Principal

ST PETER CHANEL CATHOLIC PRIMARY SCHOOL - DEER PARK  
LEARNING TECHNOLOGIES CONTRACT

YEARS 3-6

RETURN THIS CONTRACT TO YOUR CLASS TEACHER BY \_\_\_\_\_ FAILURE TO DO SO WILL EXCLUDE YOU FROM COMPUTER USE.

Please read through the following contract very carefully.

I understand and will follow the guidelines listed in St Peter Chanel Primary School Learning Technologies User Guide and Contract. I understand that any breach of these guidelines will have consequences, including a ban on computer use.

- I agree to follow all of the school rules listed when I use Learning Technologies hardware and software.
- I understand that inappropriate behaviour will result in loss of access.
- I understand that I must never use a storage device (Portable Hard Drive, flash drive CD or DVD) without having express permission from my classroom teacher to do so.
- I will respect all aspects of Internet and technology use.

Student name: \_\_\_\_\_

Year: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I, \_\_\_\_\_ (parent/guardian) accept the terms and conditions set by St Peter Chanel Primary School's Learning Technologies User Guidelines for the current Year

Parent's Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Return this attachment to the School Administration by \_\_\_\_\_



ST. PETER CHANEL CATHOLIC PRIMARY SCHOOL

ELECTRONIC MAIL AND INTERNET & INTRANET  
POLICY



## ELECTRONIC MAIL AND INTERNET & INTRANET POLICY

### Policy

- describes the requirements and guidelines which all people who have access to St. Peter Chanel School electronic mail ("e-mail") system and/or Internet/Intranet must comply with;
- applies to all staff who use St. Peter Chanel School computer resources (including, but not limited to employees, emergency teachers and student teachers) ("Computer Users"); and
- is to be read in conjunction with St. Peter Chanel School Policy for a Discrimination Free Workplace.

Computers and the computer systems, including the e-mail and Internet/Intranet facilities, are St. Peter Chanel School property even where access is gained from a personal or home computer.

St. Peter Chanel allows access to and the use of e-mail and/or the Internet for legitimate work and education related purposes. This policy contains St. Peter Chanel School requirements in regard to the use of these systems.

### Access to St. Peter Chanel-Mail System

Access to St. Peter Chanel computer resources (such as e-mail and Internet) is a privilege not a right.

No one is permitted to access St. Peter Chanel-mail system, without:

- reading and understanding this policy;
- authorisation from St. Peter Chanel and an individual password from St. Peter Chanel computer systems administrator.

If St. Peter Chanel considers that a Computer User has in any way failed to comply with this policy, it may:

- immediately remove the Computer User's access to any part of St. Peter Chanel computer system (including e-mail or Internet);
- audit and view all material viewed on, sent to and from its computer system (including Internet sites and e-mail attachments); and/or
- take disciplinary measures against the Computer User (which may include summary dismissal).

## Appropriate Use of the E-Mail System

E-mail must only be used for work/education related communications and must not be used inappropriately.

Computer Users must ensure that all external correspondence by e-mail is identified as coming from St. Peter Chanel and contains the following disclaimer:

*"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. Peter Chanel 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. Peter Chanel School."*

People using St. Peter Chanel-mail system must not use it in any of the following ways:

- in a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person (for example, pictures of naked people, semi clothed people, personal comments about colleagues, students or St. Peter Chanel administrators);
- to access, view, download, print or send messages or attachments (including to your home e-mail address), which include:
  - language that is not appropriate in the workplace (such as swearing or sexually explicit references);
  - sexually explicit messages or pictures;
  - offensive or inappropriate cartoons or jokes;
  - unwelcome propositions or love letters;
  - ethnic or racial slurs; or
  - any material which contains disrespectful comments about people with disabilities, or people's sexual orientation, or any person's physical attributes;
- to access other people's e-mail accounts;
- for sending chain mail, gambling, participating in on-line games, retrieving games or screens savers unless there is a business need to do so, joining a mailing list or chat group, posting messages to news groups, or engaging in on-line purchasing or selling;

- to distribute the copyright material of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other downloaded information;
- for intentional dissemination of any computer viruses;
- for personal advertising or for personal profit making;
- for disclosing or distributing St. Peter Chanel confidential information;
- for responding to external requests for information or complaints through e-mail unless it is the Computer User's specific responsibility to do so;
- for sending, forwarding, printing or receiving any material or data which does not comply with St. Peter Chanel School policies and procedures (including the Discrimination Free Workplace Policy, the Privacy Policy and/or School Manual/Handbook), or which is contrary to St. Peter Chanel School best interests; and
- collect, store, or disseminate personal information (information or an opinion that can identify a person) or sensitive information (personal information or an opinion about an individual's: racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record, or health information about an individual) while using St. Peter Chanel School computer resources, unless the Computer User has the prior consent of the person concerned.

St. Peter Chanel understands that Computer Users cannot always control the messages that are sent to them. However, Computer Users must discourage third parties (such as family, friends or workmates) from sending inappropriate messages to them.

If a Computer User receives an inappropriate message or attachment to an e-mail he or she must:

- 1 Send an e-mail to the person who sent the inappropriate e-mail, which indicates that such messages should not be sent.

An appropriate form of words is:

*"Please do not send me this type of material again. The contents of this e-mail do not comply with St. Peter Chanel School electronic mail policy. In sending me this e-mail you are breaching St. Peter Chanel School policies and putting me at risk of doing so. A breach of the electronic mail policy has serious consequences."*

- 2 You may wish to forward a copy of this response (together with the inappropriate e-mail) to St. Peter Chanel School computer systems administrator.
- 3 Delete the e-mail.

## Appropriate Use of the Internet & Intranet System

St. Peter Chanel School Internet access facilities must only be used for authorized work related purposes. St. Peter Chanel School Internet facilities must not be used to:

- access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist, political or religious content or which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes;
- attempt to probe security mechanisms at St. Peter Chanel or any other Internet sites;
- post any information on Internet news groups, bulletin boards or similar forums on behalf of St. Peter Chanel unless specifically authorized to do so; or
- lift information from articles on the Internet - unless the Computer User has adhered to the same protocols for recognizing source information that apply to the use of hard copy documents as reference or research material

While using St. Peter Chanel School Internet facilities, Computer Users must:

- Check that any files downloaded are virus free before they get into St. Peter Chanel School network.

If downloading files from the internet:

- 1 Download the files to the computer hard disc or a floppy disc so that they can be virus checked prior to use;
- 2 Arrange with St. Peter Chanel School computer systems administrator to immediately install an up to date virus checker if there is not an up to date virus checker on the Internet connected computer; and
- 3 Only transfer internet files into St. Peter Chanel School network system once these internet files are proven to be free of viruses.

While using St. Peter Chanel School Internet facilities, Computer Users must not:

- Misrepresent or attempt to misrepresent their identity; or
- Subscribe to Internet or mail lists without specific authorization from St. Peter Chanel; or
- Download files directly from the internet into the St. Peter Chanel School network system without complying with the requests set out above.

## Personal Use of St. Peter Chanel School Computer System

- Limited and occasional personal use of St. Peter Chanel School Mail and Internet system is acceptable.
- However, use of Internet and e-mail must not interfere with the Computer User's work obligations.
- Any use of St. Peter Chanel School computer system (including Internet or e-mail) by the Computer User must comply with the terms of this policy. Any breach of this policy while using e-mail or Internet for personal use or legitimate work related purposes will result in disciplinary action being taken. Such action may include termination of employment.
- Monitoring E-Mail and Internet Use
- Access to St. Peter Chanel School computer resources (such as e-mail and Internet facilities) is a privilege not a right.

### All Computer Users should be aware that:

- The content of both work related and personal e-mail and Internet communications may be monitored by St. Peter Chanel to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities
- All e-mails and attachments to e-mail stored on St. Peter Chanel School computer system are St. Peter Chanel School property and may be viewed by St. Peter Chanel School principal; and
- All e-mail and Internet transactions and communications may be monitored or intercepted by other parties (including parties other than St. Peter Chanel School).

### Responsibilities

All Computer Users are personally responsible for complying with this policy.

All staff are personally responsible for ensuring that employees under their supervision are:

- aware of and understand this policy; and
- complying with this policy.

## Legal References

Federal and relevant State laws bind St. Peter Chanel and its employees. A breach of this policy may result in St. Peter Chanel and/or its employees breaching any one of the following pieces of legislation:

- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth) ;
- Disability Discrimination Act 1992 (Cth) ; or
- Equal Opportunity Act 1995 (Vic)
- *Privacy Act* 1988 (Cth)

Note: This is not an exhaustive list of the relevant legislation.



## St. Peter Chanel Catholic Primary School

I have read the St. Peter Chanel Primary School Electronic Mail and Intranet & Internet Policy and understand the contents.

I understand that I must use St. Peter Chanel Primary School's computers in an appropriate manner and in accordance with this Electronic Mail and Intranet/Internet Policy.

If I fail to comply with this policy I may:

- Be immediately removed from access to any part of St. Peter Chanel School computer system (including e-mail or Internet);
- Be audited [which will include having all material viewed on, sent to and from its computer system including Internet sites and e-mail attachments]
- Have disciplinary measures taken against me (which may include summary dismissal).

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Copy of this agreement given to employee on {insert date}.

Signature of Principal: \_\_\_\_\_.