Catholic Schools Office
Diocese of Broken Bay

ACCEPTABLE USE POLICY FOR INTERNET/INTRANET & NETWORK SERVICES IN THE DIOCESAN SCHOOL SYSTEM

OPERATIONAL POLICY

November 2012

PURPOSE

The purpose of this policy is to provide guidance for each school and office conducted by the Catholic Schools Office (CSO) on behalf of the Trustees of the Diocese of Broken Bay (the Diocese) on the appropriate use and management of internet and network services in accordance with legal and system requirements and expectations.

POLICY FRAMEWORK

"The internet offers extensive knowledge, but it does not teach values; and when values are disregarded, our very humanity is demeaned…"

- POPE JOHN PAUL 11

The Diocesan School System (DSS) provides access to the internet and network services for students and staff in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration.

The use of the internet and network services in schools should be appropriate for the stage of development of the students and relevant to their education. The use of the internet and network services in CSO offices and schools should be relevant to the roles and responsibilities of staff. These services may also be used to support the provision of adult education and communication opportunities to staff, diocesan agencies and parents.

In using and managing internet and network services, students and staff are expected to conduct their activities in a manner that supports and advances the mission of Catholic schooling in the diocese – the education and formation of students in Catholic discipleship. In light of the Catholic worldview which regards each human being as a unique person created in the image of God, having an inalienable dignity that is always to be respected, staff and students are called to respect the rights and privacy of all persons.

POLICY CONTENT

Definitions

In this policy:

- "DSS" means the Diocesan School System, collectively the schools and the Catholic Schools Office.
- "e-mail" means the system that enables the users to send data over the internet using computers and mobile devices.
- "Mobile devices" as used in this document refers to (but not limited to) mobile phones, PDAs and portable storage devices
- "Internet" means the system of interconnected networks that connects computers globally for data transmission and exchange.
- "Intranet" means a local system of computers enabling staff or students to communicate with each other and share information within their school and within the DSS.
- "Network Services" means facilities and resources located on and delivered via a computer-based network including communications systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.
- "Social networking" means web based services that allow individuals to create their own online profile and communicate with each other by voice, chat, instant message, video conference and blogs in a virtual community.
- "parents" includes parents and guardians.
- "staff" means salaried, voluntary or contracted persons.
- "student" or "students" means students enrolled in the Diocesan School System.

- "school" or "schools" means schools owned by the Trustees of the Diocese of Broken Bay and administered by the Catholic Schools Office, Diocese of Broken Bay.

Scope

This policy applies to schools and offices in the diocesan system.

This policy covers all computers, internet and network services, information and communication technologies and systems provided or operated by the DSS.

Internet and Network Access

Access to internet and network services are provided by the DSS to students and staff for educational and administrative purposes. However from time to time other policies or requirements in particular schools may result in access restrictions. Internet and Network Service access may differ between offices and schools, between schools, and between classes within schools.

Access rights assigned to students and staff in a school will be determined by the school Principal and may vary as educational and administrative purposes change.

Students and staff may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. Nor may the services be used for political lobbying or proliferation of unnecessary communications.

Responsibility

All students and staff are required to use the internet and network services provided at the schools and the CSO in accordance with this Policy. Any use of CSO's communication devices or services that may be considered questionable, controversial, offensive or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever CSO/school equipment or communication lines are used, whether accessed from home or other non-school locations and including where a private account is used.

Principals are required to ensure compliance with this policy in schools. Principals are further required to ensure that each school has an Acceptable Use Policy for Internet/Intranet and Network Services adapted from this CSO policy.

In the CSO, staff delegated by the Director of Schools are required to ensure compliance with this policy.

Consequences of Non-Compliance

Disciplinary action may be undertaken by the school or the CSO against any student or staff member who is found to be inappropriately using the provided internet, network services or mobile devices. The principal or the Director of Schools will determine the disciplinary measures undertaken in accordance with CSO policies and guidelines.

These measures may be outlined in relevant staff handbooks, or the Acceptable Use Agreement for students used by schools.

In regard to staff, disciplinary action may include termination of employment. Intentional unacceptable use by a staff member directed toward a student may constitute an allegation of reportable conduct as defined by the NSW Ombudsman Act 1974. Allegations of inappropriate conduct will be investigated in accordance with the CSO procedures for managing complaints against employees in the area of child protection and may result in disciplinary (or criminal) action being taken against the staff member. Disciplinary proceedings may also be commenced by external authorities should a person be found to be committing a civil or criminal offence.

Duty of Care

Each school will provide instruction to students in on-line personal safety issues including unwelcome sites, stranger danger, cyber-bullying and financial exploitation. Each school will prepare staff to handle these issues.

Filtering

Internet filtering is required in all schools. This filtering is to be consistent with the National Catholic Education Commission Guidelines and the Pastoral Care Policy for Diocesan Systemic Schools. Alteration to protocols and settings of filtering software is only to be undertaken by staff delegated by the principal or the Director of Schools.

Monitoring

- Students

  System administrators and others, as nominated by the principal or the Director of Schools, may in the course of routine maintenance, or as required by the principal or the Director of Schools, monitor on-line activities or review server logs to assess network efficiency, examine system security or investigate an alleged breach of this policy.

- Staff

  Pursuant to the Workplace Surveillance Act 2005 (NSW) ("the Act"), an employer must give notice to staff of any computer surveillance in the workplace.

  Computer surveillance is defined under s3 of the Act as "surveillance by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of internet websites)."

  System administrators and others, as nominated by the Principal or the Director of Schools, may in the course of routine maintenance, or as required by the Principal or the CSO, monitor on-line activities or review server logs to assess network efficiency or examine system security.

  Server logs may also be used in an investigation of an alleged breach of this policy. Such use requires the authorisation of the Director of Schools and may include access to digital material (including documents, photos, videos) that resides on or has passed through diocesan information systems.

  Monitoring may also be undertaken by a third party on behalf of the Director of Schools including monitoring of electronic communications which are sent to a staff member or by a staff member whether internally or externally.

  Monitoring was in place prior to the commencement of the Workplace Surveillance Act 2005 and is continuous and ongoing.

Security

To minimise the risk to DSS information and communication networks from viruses and intrusions, current virus screening software is to be activated and where appropriate, passwords are to be used by staff and students. Firewalls are to be maintained. Management of system protocols and server configurations is the responsibility of designated DSS staff, authorised contractors and system administrators in schools. Non-authorised staff and students are not to have access to these levels of system management.

E-mail

In using DSS e-mail facilities, staff and students should be aware that e-mail residing on, or transmitted across the Broken Bay network is the property of the DSS. Schools are required to advise staff and students that they, staff and students, may be held accountable for the e-mail they create and distribute using DSS facilities.

As the e-mail service provided is for administrative and educational purposes, staff and students where appropriate, must identify themselves properly by using –

- a signature block at the bottom of e-mail messages stating their name, school phone number, postal address and,
- an e-mail disclaimer, see Attachment 1, when not officially representing the school or the CSO in the e-mail message.

Websites

Websites may be created for or by, the CSO, schools, staff or students with the approval of the Director of Schools or the school principal. Websites must be established and maintained in accordance with CSO policies and guidelines and relevant legislation.

Social networking

Provision of social networking services to students within the DSS must be related to an educational function. It is on this basis that such services are made available to students at the discretion of the principal.

Staff should only access these services on school and CSO facilities if the service fulfills an educational or administrative function.

Students - Acceptable Use

Each school is required to provide students and parents/guardians with:

- a copy of the school's Acceptable Use Agreement (AUA) (see Attachments 2.1 K-2, 2.2 Primary and 2.3 Secondary for sample templates),
- a copy of the school's Internet and Network Services Policy adapted from this CSO Policy, and
- a copy of the Information Sheet for Students, Parents/Guardians and Staff (see Attachment 3).

The AUA must be provided in full with both Student Agreement/Parent Agreement Forms, for consideration by all signatories. The Student Agreement/Parent Agreement Forms must be signed by the student, parent/guardian and school before the student is given access to and use of a school's internet and Network services.

Staff – Acceptable Use

The DSS requires staff to use the internet and network services in accordance with this and other system and school-based policies. Attachment 4 to this Policy expands on particular expectations for DSS staff.

Each school is required to provide staff with:

- a copy of this CSO Policy,
- a copy of the school's Internet and Network Services Policy adapted from this CSO Policy,
- a copy of the school's Acceptable Use Agreement (AUA) (see Attachments 2.1 K-2 , 2.2 Primary and 2.4 Secondary),
- a copy of the Information Sheet for Students, Parents/Guardians and Staff (see Attachment 3),
- a copy of Use of the Internet and Network Services by Diocesan School System Staff (see Attachment 4).

Limitation of Liability

The DSS makes no warranties of any kind, either express or implied, that the network services provided will be error-free or without defect. The DSS will not be responsible for any damages students, staff or parents may suffer, including but not limited to, loss of data or interruptions of internet or network service. The DSS is not responsible for the accuracy or quality of the information obtained through or stored on the network services. The DSS will not be responsible for financial obligations arising through unauthorised use of the services.

Related Legislation, Policies, Guidelines and Support Material

- Legislation

  DSS schools, students and staff are required to comply with all relevant legislation in using the internet and network services in DSS schools and offices including:

  Human Rights and Equal Opportunities Commission Act 1986 (Comm.)

Classification (Publication, Films and Computer Games) Act 1995 (Comm.)

Copyright Act 1968 (Comm.)

Copyright Amendment [Digital Agenda] Act 2000(Comm.)

Privacy Amendment (Private Sector) Act 2000 (Comm.)

Anti-Discrimination Act 1977 (NSW)

Children and Young Persons (Care and Protection) Act 1998 (NSW)

Crimes Act 1900 (NSW)

Defamation Act 2005 (NSW)

Workplace Surveillance Act 2005 (NSW)

Privacy Act 1988 (Comm)

Spam Act 2003 (Comm)

- Policies

  Anti-Bullying Policy for Diocesan Systemic Schools, Diocese of Broken Bay

  Anti-Harassment Policy for Diocesan Systemic Schools, Diocese of Broken Bay

  Complaints Handling Policy for Diocesan Systemic Schools, Diocese of Broken Bay

  Pastoral Care Policy for Diocesan Systemic Schools, Diocese of Broken Bay

  Privacy Policy for Diocesan Systemic Schools, Diocese of Broken Bay

  Software Licencing Policy and Guidelines for the Diocesan School System, Catholic Schools Office

- Supporting Documents

  The Catholic Worldview, K-6 Religious Education Curriculum, Foundations and Syllabus, Broken Bay 2004

  National Safe Schools Framework

  Registration Systems and Member Non-government Schools (NSW) Manual (NSW) Board of Studies

  Pastoral letter from the Catholic Bishops of Australia, April 2008

  Privacy Compliance Manual, National Catholic Education Commission and National Council of Independent Schools (March 2010 version)

  Using the Internet Legally - Guidelines for Schools, TAFEs and System Authorities in Developing Internet Policies, MCEETYA Taskforce on Copyright

  Guidelines for the Use of the Internet, National Catholic Education Commission.

POLICY RESPONSIBILITY

This policy is issued by the Director of Schools. Enquiries regarding the operation, review or amendment of this policy can be made to:

The Office of the Director
Catholic Schools Office
PO Box 967 Pennant Hills NSW 1715
ph: 9847 0000

POLICY REVIEW

The Director of Schools may from time to time, review and update this policy to take account of new legislation, amendments to legislation, new technology, changes to schools' operations and practices, or to ensure it remains appropriate to the changing school environment. The policy will be reviewed not less frequently than once every five years.

POLICY DATES

Date of completion of development and adoption: April 2003
Date of next review: May 2015

ENQUIRIES

Further information about the way a school manages staff and student use of the internet and network services can be obtained by contacting the school principal by telephone or in writing.

authorised by
Peter Hamill
Director of Schools

ATTACHMENT 1

E-MAIL DISCLAIMER

The disclaimer below is to appear at the bottom of all e-mails sent using the DSS internet and network services. It must appear in a standard font, but may be reduced down to 8pt size.

WARNING: The information contained in this e-mail (including attachments) is intended for the addressee named above.

It may be confidential, privileged and/or subject to copyright. If you are not the intended recipient, any use or copying of any part of this information is unauthorised. If you have received this e-mail in error, we apologise for any inconvenience and request that you notify the sender immediately and delete all copies of this e-mail, together with any attachments, without copying or disclosure.

Unless explicitly attributed, the opinions expressed in this message do not necessarily represent the official position or opinions of ****** School or the Catholic Schools Office, Diocese of Broken Bay.

Whilst all care has been taken, ****** School and the Catholic Schools Office, Diocese of Broken Bay disclaims all liability for loss or damage to person or property arising from this message being infected by computer virus or other contamination.

ATTACHMENT 2.1

Template:
Acceptable Use Agreement for Students – K-12

Insert School logo here

******** CATHOLIC SCHOOL**
INTERNET AND NETWORK SERVICES USER AGREEMENT

KINDERGARTEN TO YEAR 2 STUDENT AGREEMENT

Using the computer is a big responsibility and I am going to agree to be a good computer user.

I want to be a good computer user

- I will have clean hands when I use the computer.
- I will use gentle hands when I use the computer.
- I will ask for help when I don't know what to do.
- I will share the computer with classmates.
- I know that teachers might look at what I do on the computer.
- I will not tell anyone my password.

When I use the internet

- I will tell my parents about the things I do on the internet.
- I will stay on the web pages my teacher shows me.
- I won't tell people on the internet who I am or where I live.
- I will tell my teacher and my parents if I see something on the internet that makes me feel uncomfortable.

I know that I can only use the computer if I am responsible.

Student _____ Date _____

Parent/Guardian's signature _____

Date _____

Teacher _____ Date _____

ATTACHMENT 2.2

Template:

Acceptable Use Agreement for Students - Primary

Insert School logo here

******** CATHOLIC SCHOOL**
INTERNET AND NETWORK SERVICES USER AGREEMENT

At **** Catholic School, internet and network services are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, research and for learning skills.

YEARS 3-6 STUDENT AGREEMENT

As an ICT user at **** Catholic School I will follow these rules:

1. I will use the computers only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the school's ICT equipment
3. I will only use the software approved by the teacher.
4. I will look after the environment by not wasting resources; for example by:
   - not printing more copies than I need
   - not downloading large files unnecessarily
5. I will keep my password/s to myself, and not use the passwords of others.
6. I will store my own work in my folder/file or on my own disk.
7. I will not use the school's internet or network services to download, display, print, create, save or transmit materials that:
   - use obscene, threatening, or disrespectful language
   - are rude or abusive
   - cause offence to others or engage in bullying behaviour
   - are illegal or dangerous
8. If I accidentally come across something I am unhappy with I will immediately click on the home or back button and inform the teacher
9. I will only send messages that are polite and sensible
10. I will not intentionally spread viruses by e-mail or post unnecessary e-mail.
11. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
12. I will not publish a picture or e-mail a picture of myself without first checking with the teacher.
13. If I receive any messages that I do not like I will immediately tell a teacher.
14. I will only publish web pages or send e-mail with the teacher's permission.
15. I know that the school may check my computer files and may monitor the internet sites I visit.

16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's ICT.
18. I will not copy other people's work and call it my own, including pictures and information I find on the internet and network.

If I break any of these rules, then I may be unable to use ICT at school and I will need to re-negotiate how and when I use ICT with the principal.

Student's Name: _____

Signature: _____

Dated: _____

PARENT/GUARDIAN AGREEMENT

I understand that ***** Catholic School provides students with access to ICT and internet and network services that may include computers, the internet, intranet, e-mail, listservs, chat, bulletin boards, newsgroups *[school to strike out or add as applicable]* to enhance teaching and learning.

The school's email system is provided through Google Apps. Consequently student emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In signing this agreement you consent to this transfer, processing and storage of that information.

School personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In signing this agreement you consent to such access, use and disclosure.

I agree to (student's name) ……..

using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for Students above.

I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.

Parent/Guardian's name _____

Parent/Guardian's signature _____

Dated _____

Class Teacher _____

Signature _____

Dated _____

ATTACHMENT 2.3

Template:

Acceptable Use Agreement for Students - Secondary

Insert School logo here

******** CATHOLIC SCHOOL**
INTERNET AND NETWORK SERVICES USER AGREEMENT

At **** Catholic School, internet and network services are used to enhance teaching and

At **** Catholic College, internet and network services are used to enhance teaching and learning through the use of digital information and communication technologies for communicating, publishing, research and for learning skills.

Rules for Acceptable Use of Internet and Network Services at ** Catholic College**

Personal Safety

Students must not

- post or publish personal contact information about themselves or their families without permission from their parent/guardian. Personal contact information includes address, telephone, school address, parents' work addresses, email addresses, etc.
- publish a picture/or video or e-mail a picture/or video of themselves or others without first checking with the teacher.
- meet with someone they have met on-line without their parent's/guardian's approval and participation.

Unlawful Use

The use of the school's internet and network services must at all times comply with State and Commonwealth laws. It is a criminal offence to intimidate or harass another person on-line or produce, disseminate or possess images of a person that may be classified as pornography.

Privacy Issues

Students must not

- post or publish private information about another person.
- re-post a message that was sent to them privately without the permission of the person who sent them the message.
- send items of a sensitive or confidential nature by e-mail without prior clarification with the addressee.

Copyright and Plagiarism

- Students must not make any reproduction or copy material protected by copyright without the approval of the copyright owner.
- Students are to cite and reference the sources of words, images, music, ideas or information used.
- Computer software must only be used in accordance with licence arrangements.

Access

- Students must not attempt to gain unauthorised access to any information resources, systems or networks.
- Students must not log-in through another person's account nor interfere with another user's files or folders.

Inappropriate Use

Students must not use the school's internet and network services to download, display, print, create, save or transmit materials that:

- use obscene, threatening, or disrespectful language,
- are pornographic, advocate illegal or violent acts, or advocate discrimination towards other people,
- cause offence to others or constitute bullying behaviours

If students accidentally access inappropriate material they must:

- not show others
- turn off the screen or minimise the window and
- report the incident to a teacher immediately

Students must not use the school's internet and network services for personal financial gain, gambling or advertising.

Network Security and Operation

Students must not

- deliberately engage in any activity that may disrupt the Service's performance or destroy data,
- intentionally spread computer viruses,
- post chain letters or engage in "spamming",
- download or upload any application without the permission of the teacher
- move fixed equipment or cables

Students must report any breakages or malfunction to the teacher

Monitoring

Student use of ICT and internet and network services may be monitored.

STUDENT AGREEMENT

I have read and understand the school's Rules for Acceptable Use of Internet and Network Services. I will use the school's computers and internet and network services in a responsible way and obey these rules.

The school's email system is provided through Google Apps. Consequently student emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In signing this agreement you consent to this transfer, processing and storage of that information.

School personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In signing this agreement you consent to such access, use and disclosure.

I understand that if I break the above rules, I will be subject to appropriate disciplinary action by the College. This may include the loss of internet and Network access for some time, as determined by the principal. I may also be the subject of a notification to the appropriate authorities if I am involved in publishing or sending unlawful material.

Student's Name _____

Signature _____

Dated _____

PARENT/GUARDIAN AGREEMENT

I understand that ***** Catholic College provides students with access to ICT and internet and network services that may include the internet, intranet, e-mail, listservs, chat, bulletin boards, newsgroups *[school to strike out or add as applicable]* to enhance teaching and learning.

I agree to (student's name)……
using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for students above.

I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the principal.

Parent/Guardian's name _____

Parent/Guardian's signature _____

Dated _____

Year Co-ordinator _____

Signature _____

Dated _____

ATTACHMENT 3

INFORMATION SHEET FOR STUDENTS, PARENTS/GUARDIANS AND STAFF

The Diocesan School System (DSS) provides access to the internet and network services for students in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration.

In using and managing internet and network services students are expected to conduct their activities in a manner that respects the Catholic Church, its mission and its values, and respects the dignity, rights and privacy of other persons.

**** Catholic School/College considers that the following uses of the internet and network services by students to be unacceptable:

System Requirements

- Any uses that breach existing Diocesan School System policies.
- Any use that contravenes the ethos and values of the Catholic school system.
- Any attempts to injure the reputation of or cause embarrassment to schools or the Diocesan School System.
- Any use of DSS ICT systems for business or personal financial benefit.
- Any use of DSS ICT systems for party political purposes.

Personal Safety

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

Unlawful Use

- Engaging in any illegal act, engaging in any criminal activity, threatening the safety of people, etc.

Privacy Issues

- Posting private information about another person.
- Re-posting a message that was sent to them privately without the permission of the person who sent them the message.
- Sending items of a sensitive or confidential nature by e-mail without prior clarification with the addressee.

Copyright and Plagiarism

- 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.
- Plagiarising 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.

Access

- Attempting to gain unauthorised access to the service or to any other computer system through the service, or go beyond their authorised access. This includes attempting to log in through another person's account or access another person's files.

Inappropriate Use

- Using 'Inappropriate Language' in public messages, private messages, and material posted on Web pages.
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Engaging in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Harassing another person. Harassment is any behaviour that is not asked for and not wanted and that offends, upsets, humiliates or intimidates another person. If a user is told by a person to stop sending them messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organisation.
- 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.
- Attempting to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.
- 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.

Network Security

- Making deliberate attempts to disrupt the service performance or destroying data by spreading computer viruses or by any other means.
- Intentionally spreading computer viruses.
- Providing their password to another person for accessing services.
- Interfering with the operation of anti-virus software or other computer system security features.
- Altering system files, system configurations, folders and other technical data.
- Not notifying the school network administrator if they have identified a possible security problem or malfunction. However students will not go looking for security problems, because this may be construed as an unauthorised attempt to gain access.

Resource Limits

- Using the services for other than educational or career development activities.
- Downloading or sending large files unnecessarily.
- Using ICT systems in such a way as to impede the efficiency of other users.
- Posting chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Not checking e-mail frequently nor deleting unwanted messages promptly.
- Subscribing to on-line services or group mail lists that are not relevant to their education or professional/career development.

Monitoring

Students and parents are advised that use of the school's computers and internet and network services may be monitored to:

- Protect against unauthorised access,

- Ensure that systems and networks are functional, and
- Ensure that use complies with this policy and the requirements of the Catholic Schools Office.

ATTACHMENT 4

USE OF THE INTERNET AND NETWORK SERVICES BY DIOCESAN SCHOOL SYSTEM STAFF

The following statements are provided to give staff guidance on acceptable and unacceptable uses of Diocesan School System (DSS) internet and network services by employees, contractors and volunteers. These statements supplement information provided in Information Sheet for Students, Parents/Guardians and Staff.

Primary Use

- The DSS internet and network services are educational and administrative tools to be used primarily for those purposes. They must be used lawfully, professionally and appropriately.

Personal Use

- The DSS recognises that staff have family and personal needs that may occasionally require use of the DSS's ICT systems. Such personal use shall be reasonable, brief and not interfere with the performance of work.
- Personal use of ICT systems is subject to all the requirements of school and system policies.

Duty of care

- Schools and systems have a duty of care in preventing harm to students. This duty of care includes protection from obscene and other offensive material.
- Staff must therefore exercise this duty of care in supervising students.

Unlawful Use

- All information stored in and transmitted on DSS computer systems is subject to the provisions of legislation, including anti-discrimination, child protection, defamation and sexual harassment.
- Electronically stored and transmitted documents (which includes email) are "discoverable documents" and can be subject to subpoena.
- Staff may not access, store or transmit unlawful material using DSS internet and network services.

Privacy Issues

- DSS internet and network services must be used in accordance with the *Privacy Act (Comm.).*
- Staff must take reasonable steps to protect information held from misuse and unauthorised access. Therefore, all staff must take responsibility for the security of the ICT provided for their use, not allowing them to be used by unauthorised persons.
- All staff are to deal with private or sensitive personal information according to the *Privacy Policy for Diocesan Systemic Schools*, Diocese of Broken Bay.

Copyright, Plagiarism & IP

All uses of the DSS internet and network services must be comply with the *Copyright Act 1968 (Comm.)*

- The DSS is the owner of copyright in all material created by its staff in performing their duties.
- Usage and content of the DSS computer systems is subject to the same restrictions as all other intellectual property.
- All data stored on DSS ICT systems is the property of the DSS.

Inappropriate Use

Internet and Network services are provided to staff primarily for their use in the course of employment. Reasonable limited use is available during a staff member's own time providing they are mindful that the resource is primarily provided to support teaching and associated activities.

Staff are discouraged from participating in social networking sites except where the service fulfills an education or administrative function.

Staff may not use DSS computers or network services to:

- Engage in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Knowingly or recklessly post false or defamatory information about a person or organisation.
- Access sites and games that are inappropriate in both workplace and school settings. These include violence, hate and horror sites and games.

On DSS ICT or internet and network services staff must not:

- Use 'Inappropriate Language' in public messages, private messages, and material posted on Web pages.
- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Use the service to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Attempt to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.
- Fail 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.

Resource Limits

Staff are required to check their e-mail frequently and to delete unwanted messages promptly.

Monitoring

- The DSS recognises and respects the privacy of staff but reserves the right to monitor and audit content and usage of its computer systems, in order to efficiently and effectively implement its vision, strategies and plans. Staff need to be aware that monitoring and auditing will disclose details of sites visited.
- Disclosing inadvertent access of inappropriate sites to the system administrator or designated supervisor will protect staff against an allegation that they have intentionally violated the Acceptable Use Policy.