Acceptable Internet Use Policy

Rationale
St Joseph’s Primary School provides computer facilities allowing students and staff to access and use information sources available on a range of Electronic Communication Networks.

The Internet is a vast network which links computers at many sites throughout the world, through electronic mail and by accessing vast amounts of information that have educational value.

At St Joseph’s we have Internet connections in our classrooms, school library and in our computer laboratory. Access to the Internet by students will be supervised by teachers and will be for educational purposes only. Students are only able to access sites that have been screened and filtered. This will ensure that only appropriate sites can be visited.

Student’s access to the World Wide Web (www) must be closely monitored by the classroom teacher and is restricted by the management system for all schools connected to the Catholic Education Network Victoria. This system will only allow children to access approved educational sites. The software managing our school’s Internet access is called SINA (School’s Internet Network Administrator). This is a secure system which informs the Network Administrator (The Principal) of any inappropriate behaviour by the user in the system.

Personal Responsibility
The most important prerequisite to staff and students being given the opportunity to use the Internet at school is that each user takes full responsibility for his/her own actions.

Conditions and Rules for Use

Monitoring
- St Joseph’s Primary School reserves the right to review any material on user accounts or fileserver space in order to determine the appropriateness of specific uses of the network.
- In reviewing and monitoring user accounts and fileserver space St Joseph’s School shall respect the privacy of user accounts.

Security
If a staff member identifies a security problem on the Internet he/she must notify the Principal (Network Administrator)
If a student identifies a security problem on the Internet, he/she must notify a teacher. The problem should not be demonstrated to other users.

Users must not attempt, nor assist others to gain access to the system in an unauthorised way, or in any way that threatens its secure operations. System files, system configurations, folders and other technical data must not be altered.

Privacy
Users must respect St Joseph’s Primary School’s rights relating to privacy, the confidentiality of other network users and must comply with laws relating to privacy.

Users are not permitted to:
- Provide personal information about another person, eg. Personal address, phone number.
- Attempt to guess passwords or gain unauthorised access to another person’s files or electronic mail.
- Send personal information such as home address or telephone number through the Internet. St Joseph’s Primary School address is acceptable, but not the school’s telephone number.
- Disclose your own or another person’s password.

Note: Electronic mail is not guaranteed to be private, and St Joseph’s School has access to all mail.
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Network Manners

All users are expected to abide by the generally accepted rules of network manners. These include, but are not limited to, the following:

- Be polite. Do not swear or use other inappropriate language.
- Do not use the network in such a way that you interfere with the use of the network by other users.
- Always assume that all communications and information accessible from the network are private property.
- Keep your messages short.
- The ‘Subject Line’ of all e-mail messages should indicate the content of the message.
- After reading e-mail messages they should be deleted.
- Proofread and edit all e-mail messages to eliminate mistakes before sending them.

Encountering Controversial Material

On occasions, users may encounter material which is controversial and which may be considered inappropriate or offensive. It is the responsibility of the user not to initiate access to such material. If a student stumbles onto such material, it should be reported to a teacher immediately. It must not be demonstrated to other users, printed, copied or stored.

Acceptable Uses of the Information Network, Internet and Electronic Mail

1. Users will have access to the Internet via the computers in the classrooms, computer laboratory and the library
2. The computer network at St Joseph’s School has been set up in order to allow Internet access for educational purposes. This includes access to e-mail and the Internet to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world.
3. Network users must respect resource limits and must remain within an allocated disk space. Users are responsible for deleting old emails or other files that may take up excessive amounts of storage space.
4. Student’s use of the Internet is dependent upon parent / guardian permission in the form of a signed copy of the Acceptable Use Policy (A Guide for Parents). Parents / Guardians may revoke approval at any time.
5. Material created or stored on the system is not guaranteed to be private. Network Administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material placed on personal Web pages, and other work that is created on the Network may be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.

Unacceptable Uses

1. The Network may not be used to download, copy, or store any software, shareware or freeware without prior permission from the network administrator.
2. The Network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the Network Administrator.
3. The use of the Network for advertising or political lobbying is prohibited.
4. The Network may not be used for any activity, or transmit any material that violates Australian law.
5. Network users must use appropriate language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else’s account or attempt to access another person’s files. ‘Hacking’ or otherwise trying to gain access to another person’s or organisation’s computer files is prohibited.
7. Network users, may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher and/or the Network Administrator.
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8. Network users may not engage in ‘spamming’ (sending an email to more that 10 people at the same time) or participate in chain letters.
9. Downloading, storing, creating, sending or printing files or messages that are deemed to be obscene, or that use language that offends or degrades others.
10. Giving personal information or agreeing to meet any person contacted through the Internet.
11. Accessing offensive, dangerous or potentially destructive information.
12. Disadvantaging other network users by monopolizing equipment or wasting computer resources is not acceptable. This includes, but is not limited to:
   o Printing unnecessarily.
   o Spending unnecessary time on the Internet.
   o Performing unnecessary searches on CD Rom Databases.
   o Sharing personal files and folders.

Access is conditional upon users complying with rules outlined in this document.

The use of the computer facilities and the Internet is a privilege, not a right. Inappropriate use may result in the cancellation of access for up to a year.

The fact that you can do something, or think you can do something, without being caught does not make it right to do so. Even if you are not caught, there is always one person who will know whether or not you have done something inappropriate – and that person is you!