Xavier Catholic College

Hervey Bay

RESPONSIBLE USE OF COMPUTER AND INTERNET RESOURCES

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. **Technology resources are provided to students for educational purposes only.**

Xavier Catholic College have established significant computing, network and communication resources to support these activities. This includes technology provided on school grounds, school owned notebooks/computers that may be taken off the school grounds with permission from the school and student personal devices. **Xavier Catholic College** has specific guidelines relating to the use of these resources.

This document has been developed to inform users of their rights, responsibilities and obligations when using computer, network and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all College technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each student and his/her Parent/Legal Guardian must sign the acknowledgment to confirm that they understand the requirements of responsible use and the potential consequences of a breach of this policy.

Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document.

Permitted use of technology resources

2. Students must only access **Xavier Catholic College** technology resources for schoolwork. **Students must not:**

    a. buy or sell items or services over the internet;
    b. access or enter chat rooms;
    c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, obscene or offensive;
    d. amend documents created by another student without that student's consent;
    e. download, install or use unauthorised computer programs;
    f. deliberately install computer viruses or other malicious programs;
    g. gain unauthorised access to any system by any means;
    h. use technology resources to attack or compromise another system or network;
    i. access or intercept emails sent to other persons.

Confidentiality and cybersafety

3. Students should be aware that material they post on Internet sites (including Facebook and other social media sites) is **public**. The content of public posts may have personal implications for students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.

4. Students should not display personal information about themselves or others in a way which is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students should not distribute someone else's personal information without their permission.

5. Where disclosure of personal information is made through authorised avenues (e.g. by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside Xavier Catholic College's control to prevent such instances from occurring.

6. Students should be aware that persons on the Internet might not be who they say they are. Students must not arrange to meet persons who they have met on the Internet.

7. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. Xavier Catholic College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

Cyberbullying and defamation

8. Students must not use email or the Internet to say mean, rude or unkind things about other people or send threatening, harassing or offensive messages. Improper use of technology resources could amount to defamation.

Security

9. Students must perform a virus check on all attachments received by email and on all storage devices (e.g. USB, Discs, music devices, etc.) before opening. Students must ask for assistance if they are unsure as to how to perform a virus check or the virus check identifies a problem with the attachment/disk.

10. Students must select a secure password and keep their username and password information private. The password should be changed regularly and should be difficult for other people to guess. Students must log off at the end of their computer session.

11. Students must not use another person's name and password to access resources.

12. Students must report a suspected breach of security to a teacher.

Copyright

13. Just because something is on the Internet it is not freely available - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use Xavier Catholic College technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy

14. A breach of this policy will be taken seriously and may result in disciplinary action in accordance with the College Behaviour Support Plan.

15. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of the School Discipline policy. Students and Parents/Legal Guardians may be financially liable for damage caused to resources.

16. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.