
PEDARE CHRISTIAN COLLEGE
ICT ACCEPTABLE USE POLICY FOR STUDENTS

1. OBJECTIVES

Pedare Christian College, in agreement with Golden Grove High School and Gleeson College, are committed to providing the Campus Computer Network for educational purposes to enable students to conduct research and develop skills in the use of Information Technology. It is not intended that the Campus Computer Network is for recreational use.

2. INTRODUCTION

Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for all students under the age of 18.

Individual users are responsible for their behaviour and any communication they send over the network. It is expected that users will comply with College standards of behaviour and will honour the agreements they have signed.

While user's workspaces are private, users should be aware that network administrators reserve the right to view any files or communications when necessary, so as to maintain system integrity and to ensure that users are using the system responsibly and within the College guidelines detailed below.

3. DEFINITIONS

Student:	A student of Pedare Christian College or a student visiting from another School.
Network:	Campus Computer Network
Campus:	Pedare Christian College, Gleeson College, Golden Grove and One +
Harassment:	Repetitively acting in a manner that distresses or annoys another person
Plagiarism:	Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

4. PROCEDURES

Students who use the Campus Computer Network are required to:

Ensure personal safety by

1. Not divulging by e-mail or otherwise personal contact information about themselves or other people without parent approval. Personal contact information includes your home address, telephone number, school address, email address, or anything else likely to identify yourself.
2. Not agreeing to meet 'in person' with anyone you have met online without your parent's approval.
3. Promptly disclosing to a teacher or any other staff member any message you receive that is harassing, threatening, or makes you feel uncomfortable or insecure.

System security

Computer users will:

Be responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances should a user provide their password to another person.

Immediately notify a teacher and the IT Department if they suspect any possible security issue or concern.

Allow virus detection software to complete the scan of every external storage device before using it

4. Not make deliberate attempts to disrupt the operation of any computer or network (including disabling or altering software, or disconnecting cables) or destroying data by spreading computer viruses or by any other means.
5. Not use the network to engage in any illegal activity or any other activity deemed inappropriate by notification through the daily notices or by your teacher.



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6. Not attempt to gain unauthorised access to the network or to any other computer system through the network or go beyond your authorised access. This includes attempting to log in through another person's account or access another person's data, even if only for the purpose of browsing.

Inappropriate language

Computer users will not:

7. Use offensive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
8. Engage in personal attacks, including racist or discriminatory remarks.
9. Harass another person
10. Knowingly or recklessly send false or defamatory information about a person or organisation.

Respect for privacy

Computer users will not:

11. re-send a message that was sent to you privately without permission of the person who sent the original message.
12. send personal, private or confidential information about another person.

Respecting resource limits

Computer users will:

13. use the network only for educational and career development activities.
14. not download large files without permission from the IT Department.
15. check your workspace regularly, delete unwanted files promptly, and stay within your storage quota.
16. subscribe only to high quality discussion groups and Internet discussions or forums that directly relate to your school work as directed by your teacher.
17. not send chain letters or spam.

Plagiarism and copyright infringement

Computer users will not:

18. plagiarise works that you find on the Internet, obtain from another person or through any other source.

Computer users will:

19. respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce or reuse a work or material that is protected by a copyright.

Note: Copyright law can be very confusing. If you are unsure, you should request permission from the copyright owner.

Inappropriate access to material

20. Computer users will not knowingly use Campus facilities to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
21. If a computer user mistakenly accesses inappropriate information, they should immediately tell their teacher. This will protect the user against a claim that they have intentionally violated this policy.

Note: Network use and Internet access is logged, analysed and may be inspected to determine access. Decryption, packet capture and inspection techniques are in use across the College network to facilitate logging, analysis and troubleshooting processes.

The Campus respects the right of parents to determine what they consider appropriate for students to access, however, the Campus maintains the right and responsibility for maintaining the standards described in this policy.



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Consequences

Computer users found in violation of the above policies will:

22. have their parent/guardian contacted by the College and informed about the violation. They may have their networked privileges revoked for a time. If subsequent deliberate, wilful and/or persistent violation occurs then students will:
23. have their network privileges revoked.
24. face additional disciplinary actions as determined by the College Principal or his/her representative.

Police action may be considered in certain circumstances.

Liability

While the College strives to produce the best possible network service, we make no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The College will not be responsible for any damage the computer user may suffer, including but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The College will not be responsible for financial obligations arising through any use of the system.

5. RELATED DOCUMENTS

- S 002 Behaviour Management Policy
- S 003 Anti-Harassment Policy
- IT 003 Social Media Policy
- IT 006 Student Printing and Copying Policy