

Purpose

The purpose of this policy is to provide guidance for MacKillop Catholic College staff and students on the appropriate use and management of internet and network services in accordance with legal and system requirements and expectations.

Policy Framework

MacKillop Catholic College 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 at MacKillop College has been designed so that it is appropriate for the stage of development of the students and relevant to their education. The use of the internet and network services at MacKillop College has also been designed so that it is 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:

- “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.

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- “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 covers all computers, internet and network services, information and communication technologies and systems provided or operated by the College or Diocesan School System.

Internet and Network Access

Access to internet and network services are provided by the College to students and staff for educational and administrative purposes. However from time to time other policies or requirements may result in access restrictions. Internet and Network Service access may differ between sections of the College schools and between different year groups within the College. Access rights assigned to students and staff at the College will be determined by the College 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 College in accordance with this Policy. Any use of College 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 College equipment or communication lines are used, whether accessed from home or other non-school locations and including where a private account is used.

Consequences of Non-Compliance

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

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

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

Filtering

The College as part of this policy will undertake Internet filtering. This filtering is 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 will only to be undertaken by staff delegated by the Principal.

Monitoring

Students

- System Administrators and others, as nominated by the Principal, may in the course of routine maintenance, or as required by the Principal, 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, may in the course of routine maintenance, or as required by the Principal, 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 College information and communication networks from viruses and intrusions, current virus screening software is activated and passwords are used by staff and students. Firewalls are maintained as part of this security on the College system. Management of system protocols and server configurations is the responsibility of designated Catholic Schools Office Staff, authorised contractors and system administrators in schools. Non-authorised staff and students are not permitted to have access to these levels of system management.

E-mail

In using College 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 Catholic Schools Office. Staff and students are advised that they may be held accountable for the e-mail they create and distribute using Catholic Schools Office facilities.

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

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- 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 staff or students with the approval of the College Principal. Websites must be established and maintained in accordance with College and Catholic Schools Office policies and guidelines and relevant legislation.

Social networking

Provision of social networking services to students within the College 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 College Principal.

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

Students - Acceptable Use

Students will be provided with the following information through the College Planner

- a copy of the school's Acceptable Use Agreement,
- a copy of the school's Internet and Network Services Policy, and
- a copy of the Information Sheet for Students, Parents/Guardians and Staff

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 College 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 College staff.

Limitation of Liability

The Catholic Schools Office and MacKillop Catholic College makes no warranties of any kind, either express or implied, that the network services provided will be error - free or without defect. The Catholic Schools Office and MacKillop Catholic College 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 Catholic Schools Office and MacKillop Catholic College is not responsible for the accuracy or quality of the information obtained through or stored on the network services. The Catholic Schools Office and MacKillop Catholic College will not be responsible for financial obligations arising through unauthorised use of the services.

Related Legislation, Policies, Guidelines and Support Material

Legislation

- College students and staff are required to comply with all relevant legislation in using the internet and network services including:
- Human Rights and Equal Opportunities Commission Act 1986 (Comm.)
- Classification (Publication, Films and Computer Games) Act 1995(Comm.)

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- 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
- 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 Review

Mackillop Catholic College may from time to time, review and update this policy to take account of new legislation, amendments to legislation, new technology, changes to the College' operations and practices, or to ensure it remains appropriate to the changing College environment. The policy will be reviewed at least every two years.

ATTACHMENT 1

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

E-mail Disclaimer

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 MacKillop Catholic College or the Catholic Schools Office, Diocese of Broken Bay.

Whilst all care has been taken, MacKillop Catholic College 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

Internet and Network Services User Agreement

At MacKillop Catholic College, Internet and Network Services are used to enhance teaching and learning through the use of computers and the school network for communicating, publishing, research and for learning skills.

Years 3-6 Student Agreement

As a computer user at MacKillop Catholic College 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 studies.
2. I will take care of the school's hardware and software.
3. I will only use the software approved by the teacher.
4. I will not inconvenience other people; for example by:
 - printing more copies than I need
 - downloading large files.
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 disc or memory stick.
7. I will not look for anything that is illegal, dangerous or offensive on the Internet.
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. I will not use the computer to annoy or offend anyone else.
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 computers.
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 the computers at school and I will need to re-negotiate how and when I use the computers with the Head of Primary and my teacher/s.

Student's Name: _____

Signature: _____

Dated: _____

Acceptable Use Policy for Internet and Network Services

Parent/Guardian Agreement

I understand that MacKillop Catholic College provides students with access to computer and Internet and Network Services that may include the Internet, Intranet, e-mail, Bulletin Boards and Newsgroups 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 Primary Principal.

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Dated: _____

Class Teacher: _____

Signature: _____

Date: _____

ATTACHMENT 3

Internet and Network Services User Agreement

At MacKillop Catholic College we use computers to help us with our learning.

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, so:

- I will have clean hands when I use the computer.
- I will use gentle hands when I use the computer.
- I will take good care of my computer card that has my user name and password on it.
- I will not tell anyone else my password or let them use my password.
- I will ask for help when I don't know what to do and will wait patiently for someone to help me.
- I will share the computer with classmates.
- I will tell a teacher if there is anything wrong with the computer I am using.

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 or directs me to.
- 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 a good computer user.
- I know that teachers might look at what I do on the computer.

Student's signature: _____

Date: _____

Parent/Guardian's name: _____

Parent/Guardian's signature: _____

Date: _____

Class Teacher: _____

Signature: _____

Date: _____



Acceptable Use Policy for Internet and Network Services

ATTACHMENT 4

Internet and Network Services User Agreement

Dear Parents,

Computers and their associated technology are very much a part of today's education. Like all resources, they are extremely beneficial when used in an appropriate manner. To help ensure that this occurs we ask that you read the accompanying Internet and Network Services User Agreement and then read and/or discuss it with your child. We have also discussed the agreement, at school, with each class. When you feel your child has understood the agreement please ask them to sign and date it. Once they have done this we ask that you also sign and date the agreement indicating that you are aware of the College's expectations regarding computer use by students. On completing the form please return it to your child's teacher as soon as possible.

If you have any questions about this agreement please speak to your child's teacher.

Sue Dietrich,
Primary Principal

ATTACHMENT 5

Computer Code of Conduct Acceptable Usage Policy – Secondary

Mackillop Catholic College provides a computer network for staff and students to promote educational excellence, by facilitating resource sharing, innovation and communication. All students are given access to the network with an individual account. Students will also have Diocese Administered Electronic Mail and Internet Access. Any such facilities must be regarded as privileges that may be withdrawn for misuse of the resources.

To use and access all computer and Internet resources at MacKillop College, all users must read and accept the following conditions and sign the agreement. A parent must also sign the agreement of student users. Pastoral Teachers are also to sign the agreement and mark off on class list.

User Agreement:

- I understand that using the computer equipment at the College is a privilege, not a right.
- I will only use the computer / Internet for educational purposes, and only access appropriate sites.
- I will report problems and malfunctions to the Network Administrator or the Library staff.
- I will only use my own passwords, and it is my responsibility not to reveal my passwords to anyone except the Network Administrator or my teacher, if necessary. It would be unacceptable for me to attempt to log into the network with any other user name or passwords.
- I also understand that there are rules that I must follow when using the Internet. These rules are set to protect me and ensure that my school always maintains the highest standards.
- I will respect the rights and privacy of others by only reading my own emails, by not posting messages and attributing them to other users, or revealing any personal information about myself or others. I know that it is extremely dangerous to give out personal details like name, address or phone number, or to post photos of myself to anyone over the Internet.
- I will only use the approved email service and I will not order materials from any site at any time.
- I will take great care with the computer equipment at the College. It would be unacceptable for me to vandalise, steal, mark or deface any equipment and I understand that if I cause deliberate or careless damage to computer equipment I may be asked to pay for such damage.
- I know that obscene or abusive language in any communication will not be tolerated as well as deliberately entering or remaining in websites containing inappropriate material.
- It would be inconsiderate of me to change any computer settings, delete, add or alter any configuration files. It would be unacceptable for me to interfere with or access other user's files, to attempt to get around or reduce network security. It would be a breach of this agreement if I deliberately introduced any virus or program that reduced security or effectiveness.
- I understand that only the Network Administrator can unplug cables, remove any covers or panels and repair equipment. It is also the Network Administrator who approves of and installs any software.

Acceptable Use Policy for Internet and Network Services

- It is unacceptable to bring, download or install unauthorised programs, including games, to the college or run them on college computers. Online games that are deemed educational by the Learning Technologies Coordinator are only to be accessed.
- I will avoid inconveniencing other computer users by leaving the computers ready for the next user to log on to, by leaving the computer desk clear of papers, by not bringing food or drink near the computers and replacing furniture to normal positions as I leave.
- I know that paper is a valuable resource and should not be wasted, therefore I will aim to minimise my printing at all times by print previewing, editing on screen rather than on printouts and spell-checking before printing. Also by cutting and pasting into a word document when wanting to print from websites.
- I know that it is an offence to knowingly infringe copyright laws by copying any copyrighted software to or from any computer, or duplicating such software, or by copying material from websites that are copyright protected. I will always acknowledge the original source of copied work.
- I understand that it is illegal to engage in activities such as hacking, transmitting copyright material or harassing others.
- I understand that possible penalties for breaches of this agreement could be a ban on lunchtime computer use, temporary ban on network access, detention, paying for damaged equipment, removal from class where computer use is involved, suspension or even criminal charges.

I have read the guidelines above and agree to abide by the conditions and I am aware that non-compliance will result in the loss of my privilege to use the College computers.

User Signature: _____

User Name: _____

Date: _____

Acceptable Use Policy for Internet and Network Services

Parent Agreement:

The College is aware as parents you may have concerns about the possible misuse of the Internet and email services. The College believes that the above procedures reinforce appropriate Internet use. All care is taken to block offensive and inappropriate sites in order to reduce the risk of exposure to unsuitable material, but the ultimate responsibility lies with the user. Please discuss this with your child and make them aware of your family's values and the values and standards of the College. The College undertakes to ensure that information published on the Internet about students or the College under the College's name, meets the legal requirements and standards of general practice within the community in relation to copyright and safety.

I agree to _____ using the Internet and email service at the College for educational purposes in accordance with the Student Agreement above. I understand the College will provide adequate supervision and that steps have been taken to minimise risk exposure to unsuitable material.

I consent to my child having their first name and last initial published on the College's Internet site.

I consent to my child having their picture published on the College's Internet site.

I consent to my child corresponding with others, using email through the College's Internet access.

If you wish to restrict information about, or pictures of your child being used on the College Internet site, please contact the College in writing. The College will at all times attempt to ensure compliance with these requests, but it must be recognised that accidental inclusions may occur with large website events (such as photos of massed school activities). In such cases, it is important that the college is immediately informed of the offending web page so changes can be made. It is also the responsibility of the students to notify the Network manager that an unauthorised picture or name has been posted on the website.

Parent/ Guardian Signature: _____

Parent /Guardian Name: _____

Date: _____

Pastoral Teacher Signature: _____

Pastoral Teacher Name: _____

Date: _____

ATTACHMENT 6

Information Sheet for Students, Parents/Guardians and Staff

Mackillop Catholic College 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.

Mackillop Catholic 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.

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- 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 the College. 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.

Acceptable Use Policy for Internet and Network Services

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 7

Use of the Internet and Network Services by Diocesan School 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 Diocesan School System 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.

Acceptable Use Policy for Internet and Network Services

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 fulfils 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.