RATIONALE

This policy describes the requirements and guidelines which all people who have access to the school's electronic mail ("**e-mail**") system and/or Internet/Intranet must comply with and applies to all persons who use or interact with the School's computing facilities.

Computers and the computer systems, including the e-mail and Internet/Intranet facilities, are the School's property, even where access is gained from a personal or home computer.

The School allows access to and the use of e-mail and/or the Internet for legitimate work and education related purposes. This policy contains the School's requirements in regard to the use of and interaction with these systems.

Access to the School's computing facilities (such as e-mail and Internet) is considered a privilege, not a right. Use of the School's computing services and related hardware and software components, therefore needs to be appreciated, respected and needs to be used carefully and responsibly at all times.

As there is a strong element of trust in the use of such facilities, any breach of this trust will have consequences for any person wishing to access school computing facilities.

The School also believes that the use of email and the internet in general, particularly for social networking, requires a maturity, reasoning and understanding beyond primary age students and therefore believes it inappropriate that St. Martin's students have access at school or elsewhere to sites such as 'Facebook', 'MySpace' or any other social networking site.

IMPLEMENTATION

Access

No one is permitted to access the School's e-mail system, without :

♦ reading and understanding this policy;

♦ authorisation from the School and an individual password from the School's Computer Systems Administrator.

Appropriate Use - Email

E-mail must only be used for work/education related communications and must not be used inappropriately.

Computer Users must ensure that all external correspondence by e-mail is identified as coming from the School and contains the following disclaimer :

"This e-mail and any attachments may be confidential. You must not disclose or use the information in this e-mail if you are not the intended recipient. If you have received this e-mail in error, please notify us immediately and delete the e-mail and all copies. St Martin de Porres' School does not guarantee that this e-mail is virus or error free. The attached files are provided and may only be used on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. The content and opinions in this e-mail are not necessarily those of St Martin de Porres' School."

Appropriate Use – Email (cont.)

All persons using the School's e-mail system must not use it in any of the following ways :

♦ In a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person (for example, pictures of naked people, semi clothed people, personal comments about colleagues, students or the School's administrators).

♦ To access, view, download, print or send messages or attachments (including to your home e-mail address), which include:

~ language that is not appropriate in the workplace (such as swearing or sexually explicit references);

~ sexually explicit messages or pictures;

~ offensive or inappropriate cartoons or jokes;

~ unwelcome propositions or love letters;

~ ethnic or racial slurs; or

~ any material which contains disrespectful comments about people with disabilities, or people's sexual orientation, or any person's physical attributes;

♦ To access other people's e-mail accounts.

♦ For sending chain mail, gambling, participating in on-line games, retrieving games or screens savers unless there is a business need to do so, joining a mailing list or chat group, posting messages to news groups, or engaging in on-line purchasing or selling.

♦ To distribute the copyright material of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other downloaded information.

♦ For intentional dissemination of any computer viruses.

♦ For personal advertising or for personal profit making.

♦ For disclosing or distributing the School's confidential information.

♦ For responding to external requests for information or complaints through e-mail unless it is the Computer User's specific responsibility to do so.

♦ For sending, forwarding, printing or receiving any material or data which does not comply with the School's policies and procedures or which is contrary to the School's best interests.

♦ For collecting, storing, or disseminating personal information (information or an opinion that can identify a person) or sensitive information (personal information or an opinion about an individual's: racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record, or health information about an individual**)** while using the School's computer resources, unless the Computer User has the prior consent of the person concerned.

The School understands that Computer Users cannot always control the messages that are sent to them. However, Computer Users must discourage third parties (such as family, friends or workmates) from sending inappropriate messages to them.

If a Computer User receives an inappropriate message or attachment to an e-mail he or she must :

1 Send an e-mail to the person who sent the inappropriate e-mail which indicates that such messages should not be sent. An appropriate form of words is :

"Please do not send me this type of material again. The contents does not comply with St Martin de Porres' School policy and you are breaching the School's policy and putting me at risk of doing so. A breach of the electronic mail policy has serious consequences."

2 You may wish to forward a copy of this response (together with the inappropriate e-mail) to the School's computer systems administrator.

3 Delete the e-mail.

Appropriate Use - Internet/Intranet System

The School's Internet access facilities must only be used for authorised work related purposes. St. Martin de Porres School's Internet facilities must not be used to:

♦ access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist or political content or which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes;

♦ probe security mechanisms at the School or any other Internet sites;

♦ post any information on Internet news groups, bulletin boards or similar forums on behalf of the School unless specifically authorised to do so; or

♦ lift information from articles on the Internet - unless the Computer User has adhered to the same protocols for recognising source information that apply to the use of hard copy documents as reference or research material.

While using the St Martin de Porres School's Internet facilities, Computer Users must :

♦ check that any files downloaded are virus free before they get into the School network;

♦ if downloading files from the internet :

1 Download the files to the computer desktop so that they can be virus checked prior to use;

2 Arrange with the School's computer systems administrator to immediately install an up to date virus checker if there is not an up to date virus checker on the Internet connected computer; and

3 Only transfer internet files into the School's network system once these internet files are proven to be free of viruses.

While using the St Martin de Porres School's Internet facilities, Computer Users must not:

♦ misrepresent or attempt to misrepresent their identity;

♦ subscribe to Internet or mail lists without specific authorisation from the School;

♦ download files directly from the internet into the School's network system without complying with the requests set out above;

♦ access such social networking sites as 'Face Book' or 'MySpace' or similar site, during school hours.

Personal Use

Limited and occasional personal use of the School's e-mail and Internet system by employees is acceptable.

However, use of Internet and e-mail must not interfere with the Computer User's work obligations.

Personal use of the School's e-mail and Internet system by students is not permitted under any circumstance, at any time.

Monitoring E-Mail and Internet Use

All Computer Users should be aware that:

♦ The content of both work related and personal e-mail and Internet communications may be monitored by the School to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities

♦ All e-mails and attachments to e-mail stored on the School's computer system are the School's property and may be viewed by the School.

♦ All e-mail and Internet transactions and communications may be monitored or intercepted by other parties (including parties other than the School).

Responsibilities

All Computer Users are personally responsible for complying with this policy.

School leaders are personally responsible for ensuring that employees under their supervision are:

♦ aware of and understand this policy; and

♦ complying with this policy.

All parents / guardians in partnership with classroom teachers, have a responsibility each year to facilitate their children / students knowing and understanding the contents of this policy.

Consequences of misuse

If the School considers that a Computer User has engaged in practises which in any way fail to comply with this policy, whether at school or elsewhere, it may :

♦ immediately remove the Computer User's access to any part of the School's computer system (including e-mail or Internet);

♦ audit and view all relevant material viewed on, sent to and from its computer system;

♦ in more serious cases of policy breach, the School may take disciplinary measures against an employee, which may, at the extreme, include summary dismissal;

♦ in more serious cases of policy breach, and consistent with the school's 'Behaviour Management Policy' definition of 'cyberbullying' and 'serious offence', take disciplinary measures against a student, which include removal of access privileges for an appropriate, extended period of time as deemed appropriate by the School Principal, or, at the extreme, include suspension of enrolment or expulsion;

♦ in more serious cases of policy breach, and consistent with the school's 'Behaviour Management Policy' definition of 'cyberbullying' and 'serious offence', take disciplinary measures against a parent, carer or guardian which may include the removal of access privileges via email and internet;

♦ In more extreme cases of policy abuse by a parent, carer or guardian, and consistent with the school's 'Behaviour Management Policy' definition of 'cyberbullying' and 'serious offence', remove physical access privileges to the school grounds or include suspension of their child's enrolment or possible expulsion.

Distribution and education

♦ The ratified policy is to be distributed to all families for their information and discussion within the family environment and the attached 'Information & Communication Technology Acceptable Usage Agreement' signed and returned to the school.

♦ The ratified policy will be up-loaded and available on the school web-site.

♦ The ratified policy will be introduced to the students at the beginning of each school year.

♦ Any revisions to the policy will be ratified by the staff and School Advisory Board.

LEGAL REFERENCES

Federal and relevant State laws bind the St Martin de Porres School community and its employees. A breach of this policy may result in members of the school community and/or its employees breaching any one of the following pieces of legislation:

♦ *Racial Discrimination Act* 1975 (C'th),   *Sex Discrimination Act* 1984 (C'th),

♦ *Disability Discrimination Act* 1992 (C'th),   *Privacy Act* 1988 (C'th),

♦ *Equal Opportunity Act* 1995 (Vic.).

EVALUATION

This policy will be reviewed on annual basis.

Developed Dec. 2001; Reviewed 2010, 2014, 2018, 2019, 2021