

Student Acceptable Use Policy

This document concerns the use of electronic devices (eg notebooks, mobile phones etc) and services – including cybersafety expectations

POLICY STATEMENT

The use of electronic devices and access to e-mail and internet services (school devices and services) in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs.

These school devices and services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents and students of **our College's expectations when students are using the devices and services provided by the College and when using their personal equipment to communicate to or about members of the College community**. If a student acts in a way that is against the contents of the policy, she will be subject to consequences according to the College's Student Management Policy and if necessary, offending material may be supplied to the police.

The College reserves the right to capture, store and review all internet browsing and emails across our College network. Devices may be taken or accessed if it is believed that:

- **There has been or may be a breach of the College rules or policy**
- **There may be a threat of harm to a student, staff, others or system security.**

STUDENTS ISSUED WITH COLLEGE OWNED NOTEBOOK COMPUTERS – (2012- Years 12, 11, 10, 9)

The Australian Government has funded schools to purchase notebook computers for the personal educational use of some secondary students while enrolled at the College. Students and their families who receive a notebook computer have the following additional responsibilities:

- To care for the notebook computer to the best of their ability
- To keep the notebook computer secure and protect it from any malicious damage.
- To bring the notebook computer to the College each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- **In the event that the notebook computer is damaged, lost or stolen, parents/carers may be required to pay an "excess fee" if the repairs/replacement exceed \$250.00.**
- To return the notebook computer (and any inclusions such as power cords, carry case and external hard drive) in good order when leaving the College, entering periods of extended leave as approved by the Principal and at other times when requested by the school.
- **TO NOT INSTALL ANY PROGRAMS OTHER THAN FOR EDUCATIONAL PURPOSES AND ONLY THEN AFTER SEEKING PERMISSION FROM THE COLLEGE.**

STUDENTS ISSUED WITH A LEASED COMPUTER – (2012, Years 7 and 8)

St Ursula's College will adopt a notebook computer lease program as of 2012. Students and their families who will be leasing a notebook computer have the following responsibilities:

- To pay the lease costs of the device billed to the College fees in Terms 1, 2 and 3 each year for the duration of the lease. (3 years)
- To care for the notebook computer to the best of their ability
- To keep the notebook computer secure and protect it from any malicious damage.
- To bring the notebook computer to the College each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- **In the event that the notebook computer is damaged, lost or stolen, parents/carers will be charged a replacement cost, which decreases by 3% for each month from the date of purchase.**
- TO NOT INSTALL ANY PROGRAMS OTHER THAN FOR EDUCATIONAL PURPOSES AND ONLY THEN AFTER SEEKING PERMISSION FROM THE COLLEGE.

Copyright Requirements

Copyrighted material on Student Notebook Computers

Students need to be aware that material they access may have a copyright license governing its use. This may prohibit copying or direct download of material. Any material that is downloaded must be done ethically and legally.

Piracy is Theft

Media piracy is a criminal activity which carries severe penalties. In addition, copyright owners can take action against those who infringe copyright in their films or music and seek substantial financial compensation for their losses. By allowing this activity on their premises or on school owned laptops, schools, teachers, parents and students are at risk of serious criminal penalties for such piracy.

Consequences of Copyright infringement

Students found to be in possession of media which infringes copyright will be subject to the consequences outlined in the Student Management Policy of the College. Such infringements could result in

- A signature in the diary stating the offence – this is to be co-signed by the parent/carers
- A detention
- Confiscation of laptop to remove offending content

Please be aware, student notebook computers can, and will be inspected by College staff at any time.

e-Textbooks and Copyright

Students have received a notebook computer with the relevant copies of the e-Textbooks which support their learning. Under Copyright legislation, the College must ensure that each student purchase a hard copy of the relevant textbook in order to receive the e-Textbook.

It is the expectation of the College that students have a hard copy of the text book available at school, should they require it. Many teachers request that students leave these in their provided lockers or locked in a classroom cupboard, should their notebook run out of battery.

Cybersafety Requirements

This policy addresses the particular use and misuse of technologies that has come to be referred to as '**Cyberbullying**'. The College will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and/or teachers, or is criminal in nature.

1. When using the College devices and services **students must:**

- ensure that communication through internet and email services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- always acknowledge the creator or author of any material published.
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the College services or personal electronic equipment **students must not:**

- disable settings for virus protection, spam and filtering that have been applied by the College and not attempt to evade them through use of proxy sites.
- allow others to use their personal accounts.
- deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a teacher.
- damage or disable computers, computer systems or networks.
- disclose personal information about another person (including name, address, photos, phone numbers)
- distribute or use information which is copyrighted without proper permission.
- take photos or video of members of the College community without their consent.

3. When using College services, **students must never knowingly** initiate or forward emails or other messages containing:

- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients' computers.
- chain letters and hoax emails.
- spam, eg unsolicited advertising material.

4. When using College services or non College services, **students must never** send or publish either through internet sites, e-mail or mobile phone messages:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing material or make unreasonable demands.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- the College name or crest without the written permission of the Principal.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of College services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Use of Web Technologies to Support Learning

St Ursula's College is continually looking to adopt contemporary learning tools and approaches to complement and enhance student learning.

To this end, your daughter may be asked to sign up to a web technology throughout the academic year in some of her subjects.

Web technologies, cloud computing or Web 2.0 tools can be accessed from any web browser; therefore your daughter will be asked to access these sites both at the College and at home.

Most web technologies require the user to sign up for a username and password in order to use the service effectively. Where possible, teachers explore options to do this for students, however, there are some instances where students will be requested to sign up themselves.

Teachers will make every effort to monitor that appropriate sign up procedures are adhered to and that the students adhere to the policies of the service and the College.

For privacy reasons, no personal information will be included or disclosed in any web technology used. Students will be identified only by first name and the first initial of their last name. Students are allowed to post their ideas and opinions, but not their age, email address, photographs of themselves or others or other sensitive information.

While many of these programs are password protected, it is possible that people from outside our College may have access to the work our students are doing. These Web 2.0 tools are an extension of the classroom, and appropriate behaviour will be expected.

Teachers may decide to use web technologies in the assessment of students. Students are expected to take appropriate precautions in ensuring their data is backed up and there is evidence of ongoing progress. Eg. A work log or process diary.

Some of the web technologies currently being used by the College, but is not limited to, include:

Animoto - <http://www.animoto.com/>

Audioboo - <http://audioboo.fm/>

Automatoon - <http://www.automatoon.com/>

Blogger - <http://blogger.com>

Bubbl.us - <https://bubbl.us/>

Delicious - <http://www.delicious.com/>

Edmodo - <http://www.edmodo.com/>

Glogster Edu - <http://edu.glogster.com/>

Go Animate - <http://goanimate.com/>

Google Docs, Sites - <https://docs.google.com/>

Issuu - <http://issuu.com>

iTunes - <http://www.apple.com/au/itunes/>

Live Binders - <http://livebinders.com/>

Piknik - <http://www.piknik.com/>

Prezi - <http://prezi.com/>

Skype - <http://www.skype.com/>

Tagxedo - <http://www.tagxedo.com/>

Titanpad - <http://titanpad.com/>

Twitter - <http://twitter.com/>

Voicethread - <http://voicethread.com>

Voki - <http://www.voki.com/>

Weebly - <http://students.weebly.com>

Wikispaces - <http://www.wikispaces.com/>

Wordpress - <http://wordpress.com/>

Xtranormal - <http://www.xtranormal.com/>

Use of Web Technologies to Support Learning - Policy

1. Students accessing or using web technologies must not disclose personal information whilst using the internet. Students must not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students must not log in as another peer.
3. Students using web technologies will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on web technologies. Students are expected to treat others and their ideas on line with respect.
4. Assignments completed using web technologies are like any other assignments in school. Students, in the course of completing assignments, are expected to abide by policies and procedures in the Assessment Handbook, including those policies regarding plagiarism and acceptable use of technology. The Assessment Handbook is available on the College website.
5. Student Blogs are to be a forum for student expression. However, they are first and foremost a tool for learning. Teachers may moderate blog posts to ensure students adhere to acceptable use.
6. Students must not use the Internet to harass, discriminate or threaten the safety of others. If students receive a comment on a Blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

Use of Student Images

St Ursula's College Newsletter, Website and Promotional Material

The College newsletter 'Serviam' and website (www.stursulakingsgrove.catholic.edu.au) both provide up-to-date information for Parents/Carers on events such as Parent/Teacher nights, carnivals, assemblies, concerts and liturgies; and results of competitions . Pictures of both students and staff members are often displayed in the newsletter, on the website and in promotional material such as, but not limited to the College Prospectus and newspapers/magazines . No names are ever used with any of the pictures on the website.

If you do not want your daughter's picture to appear on the College website, newsletter or in promotional material please sign the appropriate section on the attached 'Agreement to Internet / Electronic Devices Acceptable Use Policy', and attach a small photo of your daughter so that a record can be kept on file

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AGREEMENT TO ACCEPTABLE USE POLICY AND IMAGE USE POLICY

I/we have discussed this policy with my/our daughter and we agree to uphold the expectations of the College in relation to the use of electronic devices and services both at school and, where relevant, outside of school. We understand that a breach of this policy will incur consequences according to the College's Pastoral Care Policy and that we will be responsible for the cost of repairs to a College issued notebook computer or payment of the insurance excess in the event that the notebook computer is damaged, lost or stolen.

I have read and discussed this policy with my parent/carer and I agree to abide by the policies and always uphold these rules both within and outside of the College.

Print Student name: _____ PC Class: _____

Signed _____ Date _____
(Student)

Print Parent/Carer name: _____

Signed _____ Date _____
(Parent/Carer)

USE OF STUDENT IMAGES

Refer to the section in the policy '**Use Of Student Images – St Ursula's College Newsletter, Website and Promotional Material**

Please tick one of the boxes below:

I **DO NOT WISH** my daughter's picture or image to be used as part of the St Ursula's College newsletters, website and/or promotional material and have attached a photo for your records.

OR

I **ALLOW** my daughter's image to be used as part of the St Ursula's College website, newsletter **and/or** promotional material.

Daughter's Name: _____

Parent name: _____

Signed _____ Date _____

(Parent/Carer)

A password allowing you to access and use the internet at St Ursula's College will only be issued to students when this Agreement has been signed and returned to the College.