



S^tPATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.12

Student Computer Usage

Version 5: 10 January 2014
Ratified by Board of Directors: Feb 2014
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INTRODUCTION

St Patrick's Technical College provides computer resources as an integral part of its South Australian Certificate of Education (SACE) and vocational and technical education programme. This includes providing a variety of hardware and software for the use of students. This equipment is networked to allow optimum use of resources, communication, sharing of data and access to the Internet.

AIM OF THE POLICY

All use of College computers including access to on-line resources will be in keeping with the accepted philosophy and standards of the College as well as the laws of the Commonwealth of Australia.

Use of computers will always be related to the College's South Australian Certificate of Education (SACE) and Vocational and Technical Education (VTE) and Curriculum and are not for personal use.

Note:

Internet usage is monitored. Some websites are blocked including those that deal with terrorism, gambling and pornography. Game sites visited by students will be restricted.

Filtering categories are in accordance with the Communications & Technology SACCS (South Australian Commission for Catholic Schools) Policy. The College has the ability to customise current filtering settings in areas it deems appropriate. Unblocking of sites will be done at the College's discretion and always within Catholic Education Office guidelines and the College's Computer Usage Policy.

GUIDELINES

Refer to *Student Guide - Using the Computer Network*, located on the College Intranet page, for guidance on using the College computing system.

The smooth operation of the network relies upon the proper conduct of the end user who must adhere to the strict guidelines. These guidelines are provided so that students and parents are aware of their responsibilities. If a College user violates any of the provisions, their access may be terminated. College disciplinary and/or appropriate legal action may be taken and future access could possibly be denied. Refer also to Appendix 2, Use of Recreational Electronic Equipment.

The College has adopted the practice where Network users must change their passwords every four weeks. If inappropriate use of the College network or equipment is detected disciplinary action will be taken.

St Patrick's Technical College - Netiquette

Netiquette is a set of behavioural rules or expectations which govern the use of the College Network. These help to avoid misunderstanding while communicating, maintaining privacy and effectively utilising time spent on the Internet. This means that you are expected to abide by the generally accepted rules of network etiquette and the rules of the College as detailed in this policy.



STUDENT RESPONSIBILITIES

Educational

- If inappropriate sites are accidentally accessed, they must be reported to the Network Administrator immediately, so that the site may be blocked.

Security

- All external storage devices, e.g. USB drives, must be scanned for viruses before they are used on the Network.
- If students have locked themselves out of the network or have password issues, they must present their College ID card to the Network Administrator before they can be logged on to the network again.
- Do not give other people your user name or password.
- Do not use another individual's user name or password.
- You are responsible for any action carried out by your user name.
- Do not reveal your own or any other person's personal address or phone number.
- Use of product advertisement and political lobbying are prohibited.
- Use for commercial activities is not acceptable.
- The transmission of any material in violation of any Australian or State law or regulation is prohibited. This includes, but is not limited to copyright material, threatening or obscene material or material protected by trade secret.

Classroom Care

- Equipment faults should be reported immediately to the Resources Manager located at the front desk of the Resource Centre.
- Students must not download illegal software from the Internet or bring from home unauthorised downloads.
- Teachers will organise laptops for a class if required. Students will borrow laptops via the Resource Centre and need their student ID Card for authorisation.
- No eating or drinking is permitted when working with a computer or in computer areas at any time.

Email Use

- All students have been provided with an email address that is unique to the College. When using email:-
- Be polite; your messages should not be abusive to others.
- Do not publicly criticise or harass others, use sarcasm and/or humour which can be misunderstood.
- Use appropriate language. Do not swear, use vulgarities, use slang or any other language deemed inappropriate, discriminatory, sexual or offensive.
- College computers are not to be used to send or receive personal emails or to access inappropriate sites.



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Copyright

- As with any research, information and images accessed via computer must be appropriately acknowledged through use of references and bibliographies.
- When quoting, acknowledge the quotation to its author or source.

Print Charges

- Each student is allocated a print usage allowance.
- Should this allowance be depleted, further credits may be bought from Reception during office hours.

Cyber Bullying / Harassment

- Cyber bullying / harassment i.e. transmitting offensive or inappropriate information via internet social networking pages, e.g. facebook, U-tube, etc., will not be tolerated and will result in disciplinary action (refer *Policy 5.2 – Behaviour Management*). If the cyber bullying / harassment continues suspension from College may result.

Damage to Equipment

- Cost to repair damage to any computing equipment caused by wilful misuse must be paid by the student responsible for the damage.
- It is a student's responsibility to report any damage to property or it will be assumed the last person to loan the equipment caused the damage and will be responsible.

NON-LIABILITY

- The College makes no warranties of any kind for the computing services it is providing.
- The College will not be responsible for any damages suffered. This includes loss of data resulting from computer viruses, delays, non-deliveries, miss-deliveries or service interruptions caused by negligence, errors, omissions or consequences arising from inappropriate use of the Internet.
- Use of any information obtained via the College Network is at the user's own risk.
- The College is not responsible for the accuracy or quality of information obtained from the Network.
- The College reserves the right to amend or delete any part of this Policy as required.
- The College will not be liable for the deletion of material, which has been saved in the incorrect location, i.e. on the desktop C: drive rather than on student's own file/disk and the Public System drive(s).



CONSEQUENCES

Any staff member has the authority to have a student taken off the network if they breach the terms and conditions of the College's Student Computer Usage Policy.

In the event of inappropriate use the College will:

- Instigate College disciplinary action, which includes parent contact.
- Deny, revoke or suspend specific user access in part or in full depending on level of inappropriate use.
- Take appropriate legal action.

The signatures on Appendix 1 - Student User Agreement, indicate the parties who have signed have read the terms and conditions carefully and understood their significance. Acceptance of and compliance with this policy will result in computer access.

RELATED POLICIES

- *3.11 - Disciplinary Procedures*
- *5.2 – Behaviour Management*
- *5.9 – Student Grievances*
- *5.11 - Student Code of Conduct*



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APPENDIX 1

STUDENT USER AGREEMENT

Student Surname: _____

Student First Name: _____

PC Group: _____

I have read, understood and accept the terms and conditions for network and Internet access. I further understand that any violation of these terms is wrong and may constitute a criminal offence. Should I commit any violation, my access privileges will be revoked, and College disciplinary and / or appropriate legal action may be taken.

Student Signature: _____

Date: _____

Use of computers will always be related to the College's SACE and vocational and technical education (VTE) curriculum

Parent / Guardian

I / we have read and understood St Patrick's Technical College *Student Computer Usage* policy and have discussed its contents and meaning with my son/daughter, named above. I understand that access is designed purely for educational research based on the SACE and vocational education and training curriculum offered at St Patrick's Technical College and accept full responsibility for my son's / daughter's usage of these facilities for this purpose.

I hereby give my permission for my son / daughter to use St Patrick's Technical College network to further his / her vocational education and training, within the rules and guidelines of the policy.

Parent /
Guardian: _____

Parent /
Guardian: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Please complete this Agreement and return it to the College as soon as possible. If you have any queries about the *Student Computer Usage* policy, please contact the Deputy Principal.



USE OF RECREATIONAL ELECTRONIC EQUIPMENT

Examples of recreational electronic equipment

- Mobile phones
- iPods
- iPhone
- etc.

Message

Not to be used at St Patrick's Technical College between 8.30am - 3.30pm each day unless used for school work related purposes (e.g. downloading work experience photographs, contacting employers, following up apprenticeship opportunities, etc.)

Why

To ensure a focussed and safe vocational education learning environment.

If Used

- 1st Time: Taken till end of day
- 2nd Time: Taken and parent contacted
- 3rd Time: Taken, parent contacted and equipment signed in for 1 week

The College will not take responsibility for the theft, damage or loss of recreational / electronic equipment.

A reminder about the use of the Computer Network. As you know it is ONLY for College work.

Do not:-

- Send personal emails
- Surf inappropriate websites
- Inappropriately use drives
- Download unscanned or inappropriate software..

If you do ANY of these a second time you lose access to EVERY drive on the Network for a WEEK and parents notified. A re-entry process will then be facilitated to regain your access to the Network.

Choose to do the right thing!