



ST. PATRICK'S PRIMARY SCHOOL

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Rationale

St. Patrick's Primary School provides facilities allowing our children and staff to access and use information sources available on a range of electronic communication networks.

The Internet is a vast network linking people all over the world, through electronic mail and by accessing vast amounts of information that have educational value. Our children and staff have a right to access and use these information tools but with this right comes responsibility. Every effort will be made to ensure that there is equal access for students within the constraints of time and equipment.

Acknowledging the educational value of this vast network, the Catholic Education Office of Victoria has provided a virtual private network for use in all Catholic Schools. In addition, this network also allows for the introduction of an "Intranet". The "Intranet" is a communication tool that will allow children and staff to access the school's web site from home and save work back to their own files.

At St. Patrick's, we have computers in all classrooms plus a bank of computers in our library resource area for our children and staff. All of these computers are connected to CEVN. (Catholic Education Network Victoria) and therefore the Internet.

Conditions and Rules For Use

Staff and Children are expected to abide by the 'rules of use' laid out below. All Internet usage will be charged to a "class budget" set by the Internet manager and the school bursar. Staff's personal use is to be paid for by the individual user. Costings are determined by the SINA program.

Monitoring

- * The Catholic Education office employs Sina software as an Internet manager.
- * Reports from Sina are regularly received and checked for breeches of security
- * St. Patrick's Primary School reserves the right to review any material on user accounts or file server space in order to determine the appropriateness of specific uses of the network.
- * Electronic mail is subject to review by our Sina Software and the Internet manager.
- * In reviewing and monitoring user accounts and files server space, St. Patrick's Primary School shall respect the privacy of user accounts.
- * All staff at St. Patrick's have the responsibility of monitoring the use of our information resources.

Security

- * All children and staff members at St.Patrick's School are to have their own private password. (as of 2001)
- * Passwords are confidential and private.
- * The internet manager is solely responsible for altering "usernames".
- * Passwords may only be altered with the owner's knowledge.
- * Students may only have use of the Internet at school with teacher permission and supervision.
- * Teachers are encouraged to work with their children in the private network in preference to going to the World Wide Web.
- * Teachers are encouraged to "bookmark" Internet sites for use with their children.
- * Students must notify teachers if he/she identifies a security problem. The problem should not be demonstrated to other children.
- * If a security problem is detected by the Internet manager, the class teacher and principal are alerted. The parents of the child involved will be contacted if the breach is a deliberate act.

Encountering Controversial Material

Despite our security, on occasions, students may encounter material which is controversial and which users, parents or teachers may consider inappropriate or offensive.

The student has the responsibility to...

- * *switch off the screen.*
- * *report the material immediately.*
- * **not** *initiate access to such material.*

Unacceptable Uses of the Information Network, Internet and Electronic Mail

No member of our school community can store, create, send or print files or messages that are considered obscene, dangerous or that use language that offends or degrades others.

Personal information is not to be given out via our network.

Children will not physically damage hardware or software or interfere with system configurations or files.

Children and/or Staff may not use or install unchecked disks from outside the system without checking with the Internet manager.

Privacy

Teachers and children must respect St. Patrick's Primary School's rights relating to privacy, the confidentiality of other network users and must comply with the laws relating to privacy.

Children's passwords are to be known by the Internet manager and the Principal.
Students and teachers are not permitted to:

- * Provide personal information about another person, eg. personal address or phone number.
- * Alter any access data.
- * Attempt to guess passwords or gain unauthorised access to another person files or electronic mail.
- * Send information such as home address or telephone number through the Internet.
- * Disclose your own personal password.

Network Manners

All users are expected to abide by the generally accepted rules of network manners. These include, but are not limited to, the following:

- *Users must be polite. Swearing or other inappropriate language is not allowed.*
- *The network cannot be used so as to interfere with the use of the network by other users.*
- *Users need to assume that all communications and information accessible from the network are private property.*
- *Messages must be kept short.*
- *A subject must be entered to indicate the content of the message.*
- *All email must be proofread and edited to eliminate mistakes.*
- *Emails should be deleted when read.*

Appropriate Use of Information technology

Children may:

- *Conduct a search within the Educational Cache.
- *If directed by their teacher children may use the World Wide Web.
- *Send emails only after gaining permission from a teacher.
- *Publish written work on the Internet using their *first name* only.
- *Publish artwork on the Internet using their *first name* only.
- *Appear unnamed in photographs on the Internet.
- *Use their own photo in their own work.
- *Participate in global projects.
- *Publish research, assignments and projects using a variety of computer programs.
- *Use the computer as alternative tool for writing, printing, reading and publishing classroom activities.