1. About this Policy

This Policy:

- Outlines guidelines for the use of computer resources at Nagle College;
- Applies to all staff (including, but not limited to employees, emergency teachers and student teachers) and students who use the College's computer network ("Computer Users");
- Is to be read in conjunction with the College's existing Policies.

Why an Acceptable Use Policy:
In accordance with the Catholic Education Commission of Victoria (Policy 1:20), this policy outlines mandatory procedures for all staff and students in the acceptable use of computing and external networking facilities, including the Internet. The College believes that introducing students to the vast resources of the Internet should be a partnership with parents, students and the school. We believe that the access we are giving is a privilege and not a right, therefore there are responsibilities for all involved. We acknowledge that with access to computers and people all over the world also comes the availability of material that may be objectionable and not considered to be of educational value in the context of the school setting. Through this policy we are endeavoring to reduce the occurrence of exposure to such material, while promoting responsible use of this technology.

2. Preamble

The Network:
Nagle College has a fully networked computer system. The network (computers linked to a main computer) allows students and staff access to common resources from any terminal within the college, and gives them the benefit of keeping their own work on the network for ease of access. We use the Windows operating system, and software includes word-processing, database, graphics, spreadsheet, reference materials and Internet access.

The Internet:
The Internet is a constantly changing storehouse of information and resources. Nagle College, Bairnsdale is a self-managed internet provider. Our purpose in providing this service to staff and students is to promote educational excellence at Nagle by facilitating resource sharing, innovation and communication.

E-mail and Discussion forums:
The College provides access to e-mail and access to Discussion Forums (chatrooms, bulletin boards, newsgroups) for staff and students as part of the computer network. The College requires that the use of the email system will be used in a professional manner.

Access to these systems shall be:
• Restricted to those systems provided by or authorised by the College.
• Be modified by the College to include, but not limited to, an e-mail confidentially statement or disclaimer.

**Personal data storage devices**
Personal data storage devices should be used exclusively as an educational aid for staff and students.

**Copyright:**
Nagle College is bound by the “Australian Copyright Council” rules as pertaining to educational Institutions’ use of digital, Audio Visual resources, text, images and music. (The Nagle Library has a print copy of the guidelines). It is expected that all members of the College community are aware of and comply with these guidelines.

**Password Security:**
All users of the College’s computer network are given an individual name and are required to create a confidential password. Each user is responsible for the security and use of their password. Each user is forbidden to use another person’s password to access any part of the College’s computer network. Sharing a password or use of another person’s password will constitute a breach of this policy.

3. **Ownership and Personal Use**
Nagle College computers and the computer systems, including but not limited to the e-mail and Internet/Intranet facilities, are the property of the College even where access is gained from a personal or home computer.

The College allows access to the computer network for legitimate work and education related purposes. Limited and occasional personal use of the College's e-mail and Internet system is acceptable. However, use of Internet and e-mail must not interfere with the Computer User's work obligations.

4. **Access to the Computer Network**
Access to the College's computer resources is a privilege not a right. No one is permitted to access the College's computer network, without:

• Reading and understanding this policy;
• Authorisation from the College;
• An individual password from the College's computer systems administrator.

5. **Appropriate Use of the Computer Network**
At Nagle College, staff will take all reasonable measures to ensure that students do not misuse the computer network.
The computer network is not to be used in ways that:

- Intimidate, embarrass, inconvenience or offend other people;
- Compromise the privacy, safety, health or well-being of other people;
- Reduce the quality of equipment or services available to other people;
- Weaken or bypass security of any computer systems;
- Undermine learning opportunities or fair assessment;
- Breach copyright or other Australian laws;
- Breach College guidelines as outlined in the Student Diary.

The computer network will not be used to:

- Access, view, download, print, disseminate or post any material that the College may consider inappropriate, offensive, defamatory, obscene, violent, pornographic or discriminatory (including material that is sexually explicit or that has racist, sexist, political, or religious content or which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes);

- Disclose or distribute the College's confidential information;

- Respond to external requests for information or complaints through e-mail unless it is the Computer User's specific responsibility to do so;

- Send, forward, print or receive any material or data which does not comply with the College's policies and procedures or which is contrary to the College's best interests; understanding 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;

- Attempt to probe security mechanisms at the College or any other Internet sites;

- Post any information on Internet news groups, bulletin boards or similar forums on behalf of the College 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 applies to the use of hard copy documents as reference or research material.
While using the College'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 College (exception is given for professional or academic lists relevant to the user's role in the College; or
- Download files directly from the internet into the College's network system without complying with the requests set out above.

The College has a procedure for students who accidentally access inappropriate internet sites (see Appendix)

6. Monitoring Computer Network Use
All Computer Users should be aware that the content of both work related and personal files and internet communications may be monitored by the College to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities.

7. Breach of Policy
Any use of the College's computer network by the computer user must comply with the terms of this policy. All students/employees are bound by this policy for the duration of their enrolment or employment at the College. Any breach of this policy will result in disciplinary action being taken.

If the College considers that a Computer User has in any way failed to comply with this policy, it will:

- Immediately remove the Computer User's access to the computer network.
- Audit and view all material viewed on, sent to and from its computer system (including internet sites and e-mail attachments);
- Investigate the matter and take disciplinary measures against the computer user.

Further, in the case of students:
The following disciplinary process will apply:

First breach – Stage 1
These measures may be applied
Parents informed, counseling, loss of, or restricted access to the network (or parts of), community service.

Second breach – Stage 2 (and subsequent breaches)
Parents informed, student may be suspended from the College. Parent interview required to negotiate the student’s return to the College.

Policy Breach Procedures
Policy breach procedures are outlined in appendix 1.
• Procedures for staff who become aware of policy breaches
• Policy for ICT Manager/staff in relation to breaches of the policy

Legal References
Federal and relevant State laws bind the School and its employees. A breach of this policy may result in the College and/or its employees breaching any one of the following pieces of legislation:

- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth);
- Disability Discrimination Act 1992 (Cth); or
- Equal Opportunity Act 1995 (Vic)
- Privacy Act 1988 (Cth)
- Privacy Amendment (private sector) Act 2000
- Information Privacy Act 2000
- Health Records Act 2001
- Copyright Amendment (digital agenda) Act 2000

Note: This is not an exhaustive list of the relevant legislation.

Appendix 1  Policy Breach Procedures

Procedure for students who accidentally access inappropriate internet sites

Students must immediately:
1. Close the window of the inappropriate material.
2. Report the site to the staff member in charge.
3. ICT manager / computer support staff to be informed by the teacher.
4. ICT manager / computer support staff check the student’s internet history.
5. If the breach is deemed to be deliberate the House Coordinator will be informed and the student will be immediately removed from the network and an investigation and disciplinary action will follow.
6. If the breach is deemed to be accidental the House Coordinator will be informed and no action will follow.
7. The ICT manager / computer support staff will add the site to the “Barred” list.

NOTE: “Barred” List Sites
Due to the nature of filtering software used by the College, a staff member may detect an acceptable site in the “barred” list.

A staff member should contact the System Manager to have such a site removed from the “barred” list.

Procedure for staff who become aware of breaches of the Computer Network Acceptable Use Policy
1. If a staff member suspects a policy breach, immediately remove the student from the computer.
2. Inform the ICT Manager / computer support staff of the breach or suspected breach.

Procedure for the ICT manager / technicians in relation to breaches of the College Computer Network Acceptable Use Policy

Once a student has been identified as having breeched the policy their access to the network is to be immediately disabled.

1. An e-mail is to be sent by the ICT manager / technicians to the appropriate House Coordinator outlining the problem.

2. The House Coordinator will investigate the issue as soon as possible.

3. The House Coordinator will determine the appropriate disciplinary action in relation to the matter and will return the e-mail to the ICT manager / technician with the outline of the plan to return the student’s access to the network or any special arrangements in relation to future use.