

LEARNING TECHNOLOGIES ACCEPTABLE USER POLICY

To benefit my learning John XXIII College offers:

- Access to a modern, sophisticated computer network.
- Free access to educational Internet resources.
- Free and secure data storage facilities.
- Provision of an intranet facility for the placement of resources.

With the benefits there are responsibilities

We ask you to carefully read, with your parents, the following document.

Students at John XXIII College have the privilege of using extensive, advanced information technology resources. The College provides students with free access to educational resources and trusts them to appreciate and care for the resources, using them responsibly and for educational purposes. The following points address not only the John XXIII College Code of Behaviour but also the legal requirements under Section 852E of the Commonwealth Crimes Act.

Section 852E of the Commonwealth Crimes Act states that a person shall not *knowingly or recklessly*:

- Use a telecommunication service supplied by a carrier to menace or harass another person; or
- Use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

(Students and Staff of John XXIII College are authorised to use the I.T. Resources of the College.)

Use of Resources

- a) All resources are to be used for educational and personal enrichment purposes only. The playing of games is not an appropriate use. Recreational use of resources is forbidden.
- b) Resources, which include power, paper and memory space, must be used with care and not wastefully.
- c) The use of the computer to harass others is an absolute breach of trust.
- d) Eating and drinking in laboratories or near computers is not permitted.
- e) Any hardware or software not functioning properly is to be reported immediately to the classroom teacher or the IT Help Desk.
- f) Users are not permitted to download any software from the network. Graphics, video, sound or text material required for educational use can be downloaded with the permission of teacher in charge. Public domain and shareware software should not be downloaded. This is because of the danger of viruses and possible copyright infringements. The downloading of games, executable file, zipped, music or video files is expressly not allowed.
- g) All data emanating from or being received through the College account or being stored on the College network should be considered non-private.
- h) The College will monitor use of the network resources. This will include the monitoring of websites accessed and perusal of incoming and outgoing email. Student workspaces will be checked regularly to ensure that no inappropriate files exist.



My data security and privacy responsibilities

- I must keep my password confidential; it should not be divulged to any other person.
- I must not attempt to acquire another user's password and gain access to his/her account.
- My College computer account is for my exclusive use.

I must not;

- Attempt to examine, disclose, copy, rename, delete or modify another user's data.
- Attempt to recover deleted data which does not belong to me.
- Attempt to subvert any restrictions imposed on my use of the resources.

Copyright

- Only legally obtained software is to be used on John XXIII College Computing Equipment – the penalties for breaching copyright are very high. All users of John XXIII College Equipment are warned that any such breach is the liability of the user. John XXIII College will not be liable for any breaches made by users. Any user found in possession of illegal software can have it destroyed immediately by the Director of ICT or staff at his direction.
- Software provided for use must not be copied from the computers unless the Director of ICT has been notified and written permission obtained.

Safety

- With email and internet use, other users can trace students to John XXIII College. Therefore email sent from the College must be for educational purposes only.
- For personal safety, I should not disclose any personal contact information about me or anyone else through the www or email.

The College will monitor closely any student suspected of misusing the Internet or other programs and will act decisively when a breach of responsible behaviour is reported. Parents will be informed if the breach is serious.

Internet Acceptable Use

I am expected to exercise responsible behaviour when on the Internet/College network. I am held responsible for my own actions on the Internet/Network.

Unacceptable use of the Internet/Network could result in the suspension or revoking of access privileges or even exclusion from the College. Unacceptable use of Internet resources will be considered in the same way as other breaches of the Code of Behaviour. (See below).

Unacceptable uses of the John XXIII Internet Facilities are as follows:

- a) Bringing into the College any material obtained from the Internet which is likely to be considered inappropriate to the College ethos.
- b) Deliberately accessing sites which are likely to be considered inappropriate to the College ethos.
- c) Using the account for non-school related activities.



- d) Accessing the network on behalf of family members or friends.
- e) Using someone else's account without their knowledge.
- f) Using unauthorised copies of commercial software.
- g) Using the network for any illegal activity, including violation of copyright or other contracts.
- h) Using the network for financial or commercial gain.
- i) Damaging any computers, printers or other network components.
- j) Modifying or deleting the data of another user.
- k) Gaining unauthorised access to resources or entities.
- l) Invading the privacy of individuals.
- m) Posting personal communications in someone else's name without their consent.
- n) Posting anonymous messages.

Role of the Family

It is vital that the College community understands the significance of both the use of the Internet and also its potential risks. Students need to develop skills of discrimination when dealing with information. These issues will be addressed at the College and need also to be considered within the family context.

Parents are expected to encourage responsible use of the internet at home as well as at the College. Much of the anti-social behaviour exhibited by some students originates at home but can cause serious hurt at school.

The Responsible use of Learning Technologies means

- a) Contributing to a positive learning environment,
- b) Refraining from hurtful behaviours,
- c) Honouring the values of the John XXIII Community,
- d) Respecting the property of every member of the College community.

Consequences

Breaches of the above will result in one or more of the following:

- a) Restriction of computer privileges during an individual lesson or for an extended time (at the discretion of a Assistant Deputy Principal of Year, Deputy Principal (Teaching and Learning), Deputy Principal (K-12) or the Principal.)
- b) Detention.
- c) Suspension.
- d) Exclusion.



Mobile Technology Code of Conduct

The Mobile Technology Code of Conduct promotes the opportunity to make informed choices in the spirit of John XXIII, Mary Ward and Ignatius Loyola. Our College seeks to develop people of competence, conscience and compassion who are committed to God and to the service of others.

The Mobile Technology Code of Conduct aligns with JOHN XXIII College ICT User Agreement and Discipline Policy. It aims to support a positive digital learning environment and uphold consistent attitudes and expectations across the College from Years K-12.



1. Arrive at school with your mobile device charged and clear deck. Set to 'do not disturb' mode. Be responsible for the maintenance of your own device.



2. Non-educational web tools and mobile apps are not to be accessed during school hours. This includes games and social media.



3. No mobile devices in Homeroom class unless given permission.



4. Enter the classroom with mobile device in standby mode and closed.



5. Do not open your mobile device unless given instruction. Only access web tools and mobile apps when instructed by the teacher. Stay on task.



6. All mobile devices must remain in the classroom or locker at recess and lunch unless under staff supervision.



7. Close and protect mobile devices when walking around College campus.



8. Do not interfere with any other person's mobile device.



9. Do not record or post content of a person (picture/video/information) without permission.

If you receive content that is offensive from a known or unknown source, do not delete the evidence. Speak to a trusted adult.

DECLARATION

We have both read and understood the Acceptable Use Policy and the Mobile Technology Code of Conduct.

We also agree to abide by their provisions and those of any ICT policies posted on the College Website.

Signed:

Parent/Guardian : _____

Student : _____