

## Emmaus College ICT Acceptable Use Guidelines



### Introduction

Access to the Emmaus Computer Network is provided for students as a tool for educational use, and access to this resource is a privilege which carries with it responsibilities. Student behaviour concerning the use of email, Internet and network resources must be according to the principles outlined in this policy. These rules are intended to facilitate the appropriate, effective and equitable use of the computer network for all Emmaus students. Integral to this is the protection of users and digital resources used on the college computer network.

It is important that all students read and understand the expectations contained in this policy, and abide by them at all times. Your conduct when using the Emmaus network and shared resources (eg: digital classrooms, printers, library ICT devices) must reflect the high standards of behaviour expected of you at Emmaus at all times. The College reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' ICT devices and in network locations, internet favourites, history and cache files, and other information stored on ICT devices and on the network.

### Online Behaviour

You have been provided with an individual username and password, which you should always keep secure – don't disclose it to anyone, unless required for the maintenance of your ICT device by ITS staff.

- You should only access the Emmaus network or any ICT device within the College using your own username and password.
- Always log off or lock your ICT device before you move away; and always be sure to log off shared ICT devices (eg: in the Library).
- You should not intentionally access, interfere with, copy or move other students' files or settings.
- You should not intentionally interfere with, move or delete shared files stored on the network.
- You must not install or store inappropriate or illegal software on your ICT device or on the network.
- You may only utilise the Emmaus network to host or participate in game playing if this has been approved by your teacher.
- The Emmaus network must not be used as a medium to bully, harass, threaten or intimidate other users. Your behaviour on-line should reflect your behaviour offline or in person. Treat others fairly and with common courtesy. If you experience harassment or bullying online, don't respond. Record the details, save any information you can, and contact a teacher or ICT staff member as soon as possible.
- File sharing between students' ICT devices over the network can be a security risk, and you should avoid allowing other students to access your ICT device.

### Internet Usage

Internet access at Emmaus is provided for educational use and therefore personal use should be limited. All Internet use is logged and may be reviewed at any time, at the discretion of the ITS Coordinator. During class time, make sure you have your teacher's permission to use the Internet. Emmaus' internet connection is filtered to prevent access to sites which are deemed inappropriate for school use. You should not attempt to circumvent

this security. You should exercise care when using the internet and should not seek to access or download inappropriate, offensive, discriminatory or intimidating material. If you encounter such material, you should report it to a staff member or the [helpdesk@emmaus.vic.edu.au](mailto:helpdesk@emmaus.vic.edu.au).

Accessing, storing or distributing material that is inappropriate, offensive, discriminatory or intimidating in nature, or which puts any member of the community at risk, is contradictory to the ethos of Emmaus and will lead to disciplinary action. This may involve reporting the matter to Police where State or Federal laws have been breached.

### **Legal Implications**

Students need to be aware that the use of any ICT Device, in accessing the Internet and email is subject to specific legislation. **Section 474.17 of the Criminal Code Act states that a person is guilty of an offence if they knowingly or recklessly:**

**“Use a telecommunications device supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, menacing, harassing or offensive.”**

### **Copyright**

When obtaining information from the Internet, be conscious of copyright, and always take care to verify data, as not all information found on the internet can be considered accurate. Wherever possible, the information should be validated from more than one source. References & sources should always be cited.

The correct way to cite a website using the APA standard of referencing is;

Author, [date of publication], title of page, URL

The Royal Household, [August 2020], *The Royal Family*, URL:

<http://www.royal.gov.uk/Home.aspx>

Brief Explanation: Official Website of the British Monarchy

### **Security & Viruses**

You should always exercise caution when you download files from the internet, as these may contain viruses, adware or spyware. Anti-Virus software is provided as part of access to the Emmaus network and you should scan your ICT device regularly to ensure that it is free from infections. Attachments on emails can contain viruses. It is important that students do not open attachments unless the source can be verified. Unsolicited emails (SPAM) which may also be offensive, can put you, your ICT Device, and the Emmaus network at risk.

Emmaus will not be responsible for any loss or liability incurred by you through your use of the Internet.

### **Personal Details on line**

You should always take care when entering your personal details online, such as submitting your email address to a website. Make sure you trust the site. If you're not sure, check with your teacher!

**Social Networking Sites (including Chat / Instant Messaging)**

You should be careful not to give out personal information about yourself or others while using social networking, or other online applications. You should always follow the general guidelines outlined in this policy when accessing social networking resources, and for guidance on what to do if you encounter harassment or bullying. You should always be sure that you know or trust the people you are communicating with online. Your communications should be positive in nature, and you should use appropriate language at all times.

Despite privacy settings, **social networking sites are not private areas of communication.** Students need to understand this fact when posting comments online. Students need to be aware that Australian laws protect the individual's privacy and reputation. Students need to understand the consequences of **legal repercussions** should they engage in behaviour that is defamatory, misleading or fraudulent online. Legal action can be taken by individuals in these matters.

**Mobile Digital Communication Devices (Webcams / Mobile Phones/ iPads)**

You should always follow Emmaus's policy for the 'Acceptable Use of Digital Communication Devices' when using mobile phones, cameras and web cameras at school. During class time, make sure you have your teacher's permission to use digital communication devices, and that it is relevant to the task being undertaken in class.

When you record sounds or images of others, ensure that the people who are being recorded are aware and have given **their consent. You must not upload images of other students in uniform, or images of Emmaus's school grounds or buildings onto the internet.** You must not upload material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

**Email Usage**

When you communicate via email, your communications should be positive in nature, and appropriate language should be used at all times. You should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

During class time, make sure you have your teacher's permission to use email. You must not send unsolicited email to multiple recipients. You must not send email messages to more than 30 recipients at one time. You must not email games or game installation files to other students. This contravenes Copyright Laws and you can face prosecution if Federal & State government agencies are involved.

**Backup**

Students must take responsibility for the backup of their school work. Students are provided with storage space on the Emmaus network to make a backup of files known as H: (or home) drive. Students are provided with 2GB space on the College H: drives. Students are also provided with 1 TB of cloud storage with Microsoft One Drive. This is offered through the college's licensing agreement with Microsoft. Students should regularly backup to the network, cloud storage, portable hard drive, or any another medium outside of the student's ICT device. Emmaus College will not be responsible for any data lost.

**NB: Loss of data resulting in late submission of assessment tasks and classwork will not be deemed an appropriate excuse for non-submission of course work. It is the student's responsibility to ensure that they have appropriate means and procedures of back up.**

**Security and Care**

Your ICT device is an essential part of learning at Emmaus. You should take care to maintain your ICT device in good working condition. If you have a problem with your ICT device, you should contact the [helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au) so that the issue can be resolved and your ICT device returned to you.

When your ICT device is not in use, it should be stored in its cover/bag. Your ICT device should always be kept in a locked area, or in your possession. You should take care to ensure that other students cannot gain access to your locker and always keep your combination secure.

Your ICT device should not be moved or transported while turned on. When moving the ICT device between locations, you should shut down, or place the ICT device in Hibernate or Standby.

If you misplace your ICT device, you should immediately report this to the Assistant Principals/Head of Campus and the [helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au) who will then take steps to locate your ICT device. If you find an ICT device and the owner cannot be immediately located, you should promptly hand it to ITS or the Assistant Principal/Head of Campus so that the owner can be found.

**Home Networks**

Emmaus recognises that your ICT device may be connected to a network outside the College. However, Emmaus College policies may be loaded onto your ICT device so that your device can function as required at school. These settings and policies can affect, and in some cases erase, home wifi settings. You and/or your parents are responsible for recording your home network settings and passwords. Your Internet Service Provider provides you with these details.

Any support provided by ITS ([helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au)) for non-Emmaus networks is provided on a best-effort basis only, and should not be an expectation of the service provided by the technicians.

**Printing**

Care and conservation should be paramount considerations with regard to the use of Emmaus printing facilities. Students should keep printing to a minimum and consider each other and the environment when using these facilities. Students are expected to review their documents on screen before printing out a final copy, unless a teacher has requested a draft copy.

**Shared Equipment**

All equipment in shared areas (eg: Library) or classrooms should be treated with care, and must not be interfered with in any way. No printers, cables, ICT devices, monitors or other equipment should be moved or removed. You should never attempt to repair faulty equipment - this includes attempts to remove paper jams from printers. You should report any failure of equipment to a member of staff or the [helpdesk@Emmaus.vic.edu.au](mailto:helpdesk@Emmaus.vic.edu.au)

**Software Licensing Considerations**

Software installed on ICT devices purchased through Emmaus are subject to Academic Licensing agreements, and as such, the use of the software is restricted to school and student use only.