

Our Lady Help of Christians
Catholic Primary School
Epping



ICLT
Internet and
Network Services
User Agreement
and Policy

Celebrating our faith

Challenging students to achieve

Educating students to be life-long learners

Reaching out to others in justice and love

INTRODUCTION

Our Lady Help of Christians Catholic Primary School, Epping is a one streamed K-6 co-educational school located in the North Shore cluster of Catholic schools in the Diocese of Broken Bay, Sydney. The school is a mixed community with approximately 33% of students from Language Backgrounds other than English. (LBOTE)

PURPOSE OF THE POLICY

Our Lady Help of Christians Catholic Primary School is able to offer students and staff access to a computer network for electronic mail (e-mail) and the Internet.

This Acceptable Use Policy for Internet & Network Services supports the framework and objectives of the Broken Bay Diocese as outlined in the Policy Manual (June 2003)

The use of the Internet and Network Services should be appropriate for the stage of development of the students and relevant to their education. The use of the Internet and Network Services in by staff should be relevant to their roles and responsibilities. These services may also be used to support the provision of adult education and communication opportunities to staff, Diocesan agencies and parents.

In using and managing Internet and Network Services students and staff are expected to conduct their activities in a manner that supports and advances the Mission of OLHC, the education and formation of students in Catholic discipleship and respects the dignity, rights and privacy of all persons.

AIM

Our Lady Help of Christians Catholic Primary School will provide access to the Internet and Network services for students and staff in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration.

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, museums and other sources of information and to exchange personal communication with other Internet users around the world.

Access to Internet and Network Services will be provided for educational and administrative purposes.

SCHOOL REQUIREMENTS

- Access rights to Internet and Network Services for students and staff will be determined by the Principal, and may vary as educational and administrative purposes change.
- Students have access to computers within their classroom and in the library. Staff have access to computers in their classroom, library and staffroom.
- All students and staff are required to use the Internet and Network Services provided at OLHC in accordance with this policy – disciplinary action may be undertaken by the school or the CSO against any student or staff member who is found to be inappropriately using the Internet and Network Services.
- The use of the Internet and Network Services will be appropriate for the stage of development of the students and relevant to their education.
- The use of the Internet and Network Services should be relevant to the role and responsibility of staff.
- In using and managing Internet and Network Services, students and staff are expected to conduct their activities in a manner that supports and advances the mission of catholic schooling in the diocese, the education and formation of students in catholic discipleship and respects the dignity, rights and privacy of all persons.
- To gain access to e-mail and the Internet, all students must obtain parental permission. Should parents prefer that their child not have e-mail and Internet access, use of the computers is still possible, eg, word processing and accessing CD ROMs.
- Students are only to use the Internet and e-mail when supervised by an adult. (ie use of computers during 'wet weather duty is not permitted)
- Internet filtering is in accordance with the National Catholic Education Commission Guidelines and the Pastoral Care Policy for Diocesan Systemic Schools.
- Students and staff may not use the Internet and Network Services provided for commercial purposes, either offering or acquiring goods or services for personal use. Nor may the services be used for political lobbying or proliferation of unnecessary communications.
- Students and parents/guardians are supplied with a copy of the Acceptable Use Agreement, which must be signed and returned to school.
- Students and staff must be provided with a copy of the "Information Sheet for students, parents / guardians, and staff".
- System administrators and others, as nominated by the Principal or the CSO, may in the course of routine maintenance, or as required by the Principal or the CSO, monitor on-line activities or review server logs to assess network efficiency or examine system security.
- Staff and students may be held accountable for the e-mail they create and distribute using Diocesan School Systemic facilities. (see also Anti – Bullying Policy)
- Websites must be established and maintained in accordance with CSO policies and guidelines and relevant legislation.

Care for and supervision of ICLT hardware and equipment

- staff have the responsibility to ensure appropriate use of all ICLT equipment in their care
- adequate supervision and instruction for students using ICLT equipment is required

Maintenance and care for OLHC ICLT hardware and equipment

- **Maintenance Log** When faced with problems with any ICLT equipment and hardware, try shutting down the equipment, waiting a few moments and starting again. If this doesn't work, make sure all cords are plugged in securely or batteries are fully charged. If problem continues, issues need to be reported as soon as possible. The OLHC maintenance log is located online on the OLHC ICLT Bookings and Maintenance Classpage. These maintenance issues will be attended to by ICLT facilitator who will either fix issues themselves or forward the problems onto *SuperIt* maintenance. All referred jobs will be approved by Principal.

Staff and Student use of ICLT

Staff

All ICLT equipment is made available for staff usage under the Responsibilities and User agreement.

When using classroom desktop computers, staff laptop or student laptops, staff are to log on as individual user account (eg username: kevin.turner)

All documents (including word doc, photos, powerpoints etc) must be saved in staff individual folders on the U Drive. This drive is a secure drive with personal access only. Staff are able to access any files in their own folder from any networked computer in the school. Staff are NOT to save anything to desktop or My Documents when using any of the school computers.

When accessing the internet from any school computer, staff are to log on with their individual account first and access internet through 'internet explorer'. Each staff member has their own individual logon for internet access (initial of first name followed by surname eg kturner) Please note that user names and passwords are case sensitive.

Staff are asked to keep their passwords secure (both logon to school network and internet).

Staff also have access to the *staff_share data on exchange (S:) Drive*. This drive is for documents that multiple staff members need access to. Eg programming, sport files, letters etc ALL files saved to the share drive (S:) must be named clearly and placed in appropriate folder.

File Management – staff are asked to practise good file management skills. When saving files to either U: Drive or S: Drive documents need to be placed in named folders.

My Photos on S: Drive. All photos taken for school use are to be stored in the S: Share Drive. Please place the photos in folders named clearly with the year attached. Eg *Whole school Mass 2007*. This will then be placed in the 2007 folder. This will enable archiving of school photos and easy access.

Students

All ICLT equipment is made available for student usage under the Responsibilities and User agreement and under supervision of teachers.

When using classroom desktop computers or student laptops, students are to log on as individual user account (eg username: kevin.turner no password)

All documents (including word doc, photos, powerpoints etc) must be saved in student individual folders on the Student Data on Exchange. Students are NOT to save anything to desktop or My Documents when using any of the school computers.

When accessing the internet from any school computer, staff are to log on with their individual account first and access internet through 'internet explorer'. Each staff member has their own individual logon for internet access (initial of first name followed by surname eg kturner) Please note that user names and passwords are case sensitive.

Staff are asked to keep their passwords secure (both logon to school network and internet).

Staff also have access to the *staff_share data on exchange (S:) Drive*. This drive is for documents that multiple staff members need access to. Eg programming, sport files, letters etc ALL files saved to the share drive (S:) must be named clearly and placed in appropriate folder.

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My Photos on S: Drive. All photos taken for school use are to be stored in the S: Share Drive. Please place the photos in folders named clearly with the year attached. Eg *Whole school Mass 2007*. This will then be placed in the 2007 folder. This will enable archiving of school photos and easy access.

SCHOOL PROCEDURES

In support of this Policy the school will:

- ▶ inform students, staff and parents of the Acceptable Use Policy for Internet & Network Services each year
- ▶ ask students, staff and parents to sign the Acceptable Users Agreement each year. *These will be filed in Student and Staff Files*
- ▶ offer Parent Information sessions to highlight the use of ITLC, Internet and Network Services
- ▶ ensure that , in the event of any breach of the Agreement by students or staff, access to school computers is denied

REFERENCES

- ▶ “Acceptable Use Policy for Internet & Network Services in the Diocesan School System”, June 2003
- ▶ “Software Licencing Policy and Guidelines for the Diocesan School System”, CSO, April 2003
- ▶ “Anti-Harassment Policy for Diocesan Systemic Schools”, Diocese of Broken Bay, February 2003

APPENDIX

- ▶ Internet and network services user agreement, K – 2;
- ▶ Internet and network services user agreement, Primary.
- ▶ Internet and network services user agreement - parent/guardian
- ▶ Information Sheet for students, parents / guardians and staff
- ▶ Use of internet and network services by Diocesan School System Staff

EVALUATION

This policy will be reviews annually with staff and communicated regularly to the community through newsletters.

APPENDIX



Our Lady Help of Christians
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INTERNET AND NETWORK SERVICES USER AGREEMENT

Kindergarten to Year 2 Student Agreement

Using the computer is a big responsibility and I am going to agree to be a good computer user.

I want to be a good computer user

- I will have clean hands when I use the computer.
- I will use gentle hands when I use the computer.
- I will ask for help when I don't know what to do.
- I will share the computer with classmates.
- I know that teachers might look at what I do on the computer.

When I use the Internet

- I will tell my parents about the things I do on the Internet.
- I will stay on the web pages my teacher shows me.
- I won't tell people on the Internet who I am or where I live.
- I will tell my teacher and my parents if I see something on the Internet that makes me feel uncomfortable.

I know that I can only use the computer if I am a good computer user.

Student _____ Date _____

Parent/Guardian's signature _____

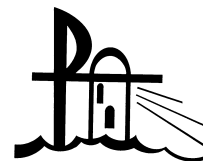
Date _____

Teacher _____ Date _____

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INTERNET AND NETWORK SERVICES USER AGREEMENT

Years 3 - 6 Student Agreement

At Our Lady Help of Christians Catholic Primary School, Internet and Network Services are used to enhance teaching and learning through the use of computers and the school network for communicating, publishing, research and for learning skills.

Years 3 - 6 Student Agreement

As a computer user at Our Lady Help of Christians Catholic Primary School I will follow these rules:

1. I will use the computers only for the task I am meant to be doing and I will only access information that is useful to me in my studies.
2. I will take care of the school's hardware and software.
3. I will only use the software approved by the teacher.
4. I will not inconvenience other people; for example by:
 - printing more copies than I need
 - downloading large files
5. I will keep my password/s to myself, and not use the passwords of others.
6. I will store my own work in my folder/file or on my own disk.
7. I will not look for anything that is illegal, dangerous or offensive on the Internet.
8. If I accidentally come across something I am unhappy with I will immediately click on the home or back button and inform the teacher.

9. I will only send messages that are polite and sensible. I will not use the computer to annoy or offend anyone else.
10. I will not intentionally spread viruses by e-mail or post unnecessary e-mail.
11. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
12. I will not publish a picture or e-mail a picture of myself without first checking with the teacher.
13. If I receive any messages that I do not like I will immediately tell a teacher.
14. I will only publish web pages or send e-mail with the teacher's permission.
15. I know that the school may check my computer files and may monitor the Internet sites I visit.
16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the Internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's computers.
18. I will not copy other people's work and call it my own, including pictures and information I find on the Internet and Network.

If I break any of these rules, then I may be unable to use the computers at school and I will need to re-negotiate how and when I use the computers with the Principal.

Student's Name: _____

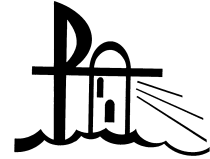
Signature: _____

Dated: _____

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INTERNET AND NETWORK SERVICES USER AGREEMENT Parent/Guardian Agreement

I understand that Our Lady Help of Christians Catholic Primary School provides students with access to computer and Internet and Network Services that may include the Internet, Intranet, e-mail, Chat, Bulletin Boards, Newsgroups to enhance teaching and learning.

I agree to (student's name) _____ using the Internet and Network Services at the school for educational purposes in accordance with the Acceptable Use Agreement for Students above.

I understand that the school cannot control what is on the Internet and that some materials on the Internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. I understand that the school will not be responsible for any financial obligations my child incurs through use of the Network Services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of Internet and Network Services access for some time, as determined by the Principal.

Parent/Guardian's name _____

Parent/Guardian's signature _____

Dated _____

Class Teacher _____

Signature _____

Dated _____

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Our Lady Help of Christians
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INTERNET AND NETWORK SERVICES

Information Sheet for Students, Parents / Guardians and Staff

The Diocesan School System (DSS) provides access to the Internet and Network Services for students in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration.

In using and managing Internet and Network Services students are expected to conduct their activities in a manner that respects the Catholic Church, its mission and its values, and respects the dignity, rights and privacy of other persons.

Our Lady Help of Christians Catholic Primary School, Epping considers that the following uses of the Internet and Network Services by students to be unacceptable:

System requirements

- Any use that breach existing Diocesan School System policies.
- Any use that contravenes the ethos and values of the Catholic school system.
- Any attempts to injure the reputation of, or cause embarrassment to schools or the Diocesan School System.
- Any use of DSS computer systems for business or personal financial benefit.
- Any use of DSS computer systems for party political purposes.

Personal Safety

- Posting of personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, email addresses, etc.
- Meeting with someone they have met on-line without their parent's,/,guardian's approval and participation.
- Not disclosing to their teacher, any messages they receive that are inappropriate or that make them feel uncomfortable.

Unlawful Use

- Engaging in any illegal act, engaging in any criminal activity, threatening the safety of people etc.

Privacy Issues

- Posting private information about another person.
- Re-posting a message that was sent to them privately without the permission of the person who sent them the message.
- Sending items of a sensitive or confidential nature by email without prior clarification with the addressee.

Copyright and Plagiarism

- Not respecting the rights of copyright owners: copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- Plagiarising works found on the Internet: plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

Access

- Attempting to gain unauthorised access to the service or to any other computer system through the service, or go beyond their authorised access. This includes attempting to log in through another person's account or access another person's files.

Inappropriate Use

- Using "inappropriate language" in public messages, private messages, and material posted on Web pages.
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Engaging in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Harassing another person. Harassment is any behaviour that is not asked for and not wanted and that offends, upsets, humiliates or intimidates another. If a user is told by another person to stop sending them messages, they must stop.
- Knowingly or recklessly posting false or defamatory information about a person or organisation.
- Using the service to access material that is profane or obese (pornography), that advocates violence or discrimination towards other people. A special exception may be made if the purpose of such access is to conduct research and both the teacher and the parent / guardian approve.
- Attempting to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.
- Failing to immediately disclose inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the School Acceptable Use Policy.

Network Security

- Making deliberate attempts to disrupt the service performance or destroying data by spreading computer viruses or by any other means.
- Intentionally spreading computer viruses.
- Providing their password to another person for accessing services.
- Interfering with the operation of anti-virus software or other computer system security features.
- Altering system files, system configurations, folders and other technical data.
- Not notifying the school network administrator if they have identified a possible security problem. However students will not go looking for security problems, because this may be construed as an unauthorised attempt to gain access.

Resource Limits

- Using the services for other than educational or career development activities.
- Downloading or sending large files (>1MB)
- Use of computer systems in such a way as to impede the efficiency of other users.
- Posting chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Not checking e-mail frequently nor deleting unwanted messages promptly.
- Subscribing to poor quality discussion group mail lists that are not relevant to their education or profession / career development.

Monitoring

Students and parents are advised that use of the school's computers and Internet and Network Services may be monitored to:

- Protect against unauthorised access.
- Ensure that systems and networks are functional, and
- Ensure that use complies with this Policy and the requirements of the Catholic Schools Office.