



INTERNET USERS' ACCEPTABLE USE POLICY - STUDENTS

1. PURPOSE

Internet access for students is available to enhance teaching and learning. Through the Internet students can communicate with people everywhere. However, with this great potential for education also comes the possibility of abuse. It is the purpose of this Acceptable Use Policy (AUP) to make sure that all who use the Internet use this valuable resource in an appropriate manner.

2. SCOPE

All students who access e-mail as well as the Internet through their classroom, library, personal devices or school computer laboratories.

3. BACKGROUND

St Hilda's ICT resources and the services accessible on them are provided to St Hilda's students to support the learning and operational activities of the School.

4. DEFINITIONS

Nil

5. LEGISLATIONS

Privacy Act 1988

6. RELATED POLICIES & PROCEDURES

Privacy Policy

7. GUIDELINES

7.1 Unacceptable uses

- No student may create a personal Web page using School Resources without School approval.
- No other E-mail (e.g. Hotmail) is permitted. This privilege will be withdrawn if breaches of the AUP occur.
- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- You will promptly disclose to your teacher any message you receive that is inappropriate or makes you feel uncomfortable.

7.2 Respecting Resource Limits

- You will use the system **for educational activities only**.
- St Hilda's has not provided the Internet as a public access service or a public forum. St Hilda's has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules in this **Acceptable Use Policy** and the law in your use of the Internet.
- You may not use the Internet for commercial purposes. This means you may not offer, provide, or purchase products or services through the Internet.
- You may not use the Internet for political lobbying.
- You will not use social media without staff permission.
- You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

7.3 Illegal activities

- You will not attempt to gain unauthorised access to the Internet or to any other computer system through the Internet or go beyond your authorised access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing".
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the Internet to engage in any illegal act.

7.4 System security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the Helpdesk if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an attempt to gain access to restricted resources.
- You will avoid the inadvertent spread of computer viruses by following virus protection procedures and notifying the Helpdesk of any suspicious activity.

7.5 Inappropriate language

- Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass or bully another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages to him or her, you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organisation.

7.6 Respect for privacy

- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.
- All communications which traverse the School's servers are the property of the School. The School has the right to monitor the network.

7.7 Plagiarism and copyright infringement

- You will not plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
- If you have a question, ask a teacher.

7.8 Inappropriate access to material

- You will not use the Internet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.

7.9 Free speech

The Internet is considered a limited forum, similar to the school newspaper; therefore St Hilda's may restrict your speech for valid educational reasons.

7.10 Personal responsibility

When you are using the Internet, it may feel like you can break a rule more easily. This is not true because whenever you do something on a network, you leave little "electronic footprints".

The fact that you can do something or think you can do something without being noticed does not make it right to do so. Even if you are not noticed, there is always one person who will know whether you have done wrong and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

8. BREACH

Students who breach this policy may be subject to disciplinary actions.

Note: The information is derived from a Policy Template prepared by Nancy Willard, Information Technology Consultant, 788 W23rd Avenue, Eugene, Oregon 97495. Internet: www.nwillard~ordata.com

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