ICT Code of Practice - Secondary

1. Introduction

The purpose of Information and Communication Technologies (ICT) at St Patrick’s College is to:

- enhance student learning opportunities
- promote student achievement
- enhance the school’s management information and business administration systems

The use of ICT within the school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Code of Practice.

This Code of Practice applies to the use of all school related ICT whether provided by the school, employees of the school or the student.

Both students and parents/guardians must read and sign this Code of Practice. It should be returned to the college office as soon as possible.

2. Definitions

Information and Communication Technologies (ICT) is any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- computer systems and related applications such as email and Internet
- web-based tools such as discussion forums, chat rooms, blogs, podcasts, internet social networks and instant messaging systems
- mobile devices such as mobile phones, PDAs
- fax machines, scanners
- output devices such as printers
- imaging tools such as video or still cameras
- audio tools such as audio recording devices
3. Acceptable Uses

3.1 Students should:
- Respect resources
- Use ICT equipment and resources for educational purposes independently and under staff supervision
- Follow staff directions for accessing files, programs, email and internet resources
- Delete emails from unknown sources without opening any attachments, as they may contain a virus

3.2 Respect others
- Respect the rights, beliefs and viewpoints of others
- Follow the same standards of behaviour online as one is expected to follow in real life
- Observe Copyright rules by respecting the information, ideas and artistic works of others by acknowledging the author or publisher of information from the internet and not claiming the work or pictures as your own

3.3 Keep yourself safe online at school
- Keep passwords and personal work secure. If it is suspected that a password has been compromised, steps must be taken to change the password immediately.
- Use the internet and email for educational purposes
- Use school email accounts, not personal accounts, when communicating online at school

4. Unacceptable Uses

4.1 Personal Safety

Disclosure of personal information can expose users to inappropriate material, physical danger, unsolicited commercial material, financial risks, harassment and bullying, exploitation, unreliable information, nuisance and sabotage.

You should NOT:
- Send or post detailed personal information, images or audio about yourself or other people. Personal contact information includes home address, telephone or mobile number, school address or work address.
- Publish email addresses to public sites
- Meet with someone you have met online without your parent’s/guardian’s approval and participation
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4.2 Illegal Activities

Students need to be aware that they are subject to laws including those governing assault, trafficking and computer offences.

An electronic audit trail may provide evidence of offences.

You should NOT

- Attempt to gain access to any computer system or service, to which you do not have authorised access. This includes attempting to log in through another person’s account or accessing another person’s files or emails.
- Make deliberate attempts to disrupt other people’s use of ICT
- Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means
- Engage in any illegal acts
- Install or use software which is not licensed by the school

4.3 Network Security

You should NOT:

- Provide your password to another person
- Go looking for network security access, because this may be seen as an attempt to gain unauthorised access to the network
- Post information that, if acted upon, could cause damage to or disrupt the network
- Open e-mails from unknown sources

4.4 Inappropriate Language

Restrictions against ‘inappropriate language’ apply to public messages, private messages, and material posted on web pages.

Messages sent using the school’s ICT are recorded, monitored and scanned.

You should NOT:

- Use obscene, profane, rude, threatening, sexist, racist, disrespectful or inappropriate language

4.5 Respect for Privacy

You should NOT:

- Distribute private information, including email, photos or recordings, about another person without their permission
- Take photos, sound or video recordings of people, including background figures and voices, without their permission
4.6 Respect for Others
You should NOT:
- Make personal attacks on another person
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If someone tells you to stop sending them messages, you must comply with their request.
- Send or post any inappropriate or inaccurate information, comments, images, video or audio about other people, the school or other organisations
- Send or post personal information about other people without their permission

4.7 Respecting Resource Limits
You should NOT:
- Download or send large files (>5 Mb) without teacher permission
- Post or respond to chain letters or engage in ‘spamming’. Spamming is sending an annoying or unnecessary message to a large number of people.

4.8 Plagiarism and Copyright
You should NOT:
- Plagiarise 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.
- Use material from the internet in a manner which violates copyright laws
- Access or use material from the internet which relates to exam cheating or providing completed assignments
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4.9 Access to Inappropriate Material

Attempts to access inappropriate material using the school’s ICT is monitored and logged by the school or the Diocesan Catholic Education Office.

Some inappropriate material may be filtered or blocked by the school or Diocesan Catholic Education Office.

You should NOT:

- Use ICT to access material that:
- is profane or obscene (pornography)
- advocates illegal acts
- advocates violence or discrimination towards other people
- Participate in internet social networks, online chats, discussion groups or mailing lists that are not relevant to your education
- Access material which is not relevant to your education
- Use the school ICT to purchase, order or sell any goods

5. Notification

You should:

- Disclose to your teacher any messages you receive that are inappropriate or disturb you
- Notify your teacher if you identify a possible security problem
- Immediately disclose accidental access to inappropriate material to your teacher. This will protect you against an allegation that you have intentionally violated the School’s ICT Code of Practice.
- Notify your teacher if you are offended by another person’s use of ICT

6. Consequences of Improper Use

Any user violation will be recorded and may be subject to the following consequences:

- loss of access privileges for a period of time
- informing parents/guardians
- suspension or termination of enrolment
- legal action
7. Letter of Agreement

Student
I understand and will abide by the above ICT Code of Practice. I further understand that any violation of the above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or legal action may be taken.

Name: ___________________________  Date: __________

Signature: _______________________
(If you are under the age of 18, a parent or guardian must read and sign this agreement.)

Parent or Guardian
As the parent or guardian of this student, I have read the ICT Code of Practice. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial material. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to the internet and email that may be stored outside Australia.

Name: ___________________________  Date: __________

Signature: _______________________