Policy, Forms, and Agreements

Stella Maris College offers ICT (Internet, email, computer equipment, network resources) access for student use. The following documents contain the student ICT policy, forms, and agreements to implement the College ICT Acceptable Use Policy. This policy operates in conjunction with College’s Social Networking and Social Media Policy.

A. Educational Purpose
1. As we educate our students for a rapidly changing world, we believe it is important for them to learn how to use technology constructively and responsibly.

The Internet is a global network, linking computers at universities, schools, government department, businesses and homes. On the Internet, one can obtain information and communicate with people all over the world through web sites, discussion forums, as well as through electronic mail.

2. The College ICT system is limited to educational purposes which include use of the system for classroom activities, professional or career development, and suitable research.

3. You may not use the College ICT system for commercial purposes. This means you may not offer, provide, or purchase products or services through the College ICT system.

B. Student Access to College ICT system

1. Year 7 to Year 12 students may obtain an individual account to the College Network.

2. You must sign an Account Agreement to be granted an individual account on the College ICT system. This Agreement may be renewed as required.

C. Unacceptable Uses
The following uses of College ICT system must be adhered to:

1. Personal Safety
   a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.

   b. You will not agree to meet with someone you have met online without parental approval.

   c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
a. You will not attempt to gain unauthorized access to College ICT system or to any other computer system through College ICT system or go beyond your authorized access. This includes attempting to log in through another person's account or access or interfere with another person's files. These actions are illegal, even if only for the purposes of "browsing".

b. 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.

c. You will not use College system to engage in any illegal activity.

d. You will not illegally download or torrent anything from the internet.

3. System Security
a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. After each use you should log off the system. Under no conditions should you provide your password to another person. REMEMBER: You should always back up your work. Failure of technology doesn't provide an adequate excuse for the failure to submit your work.

b. You will immediately notify a teacher or IT Manager if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

4. Inappropriate Language
a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. You will not post information that could cause damage or a danger of disruption.

d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are asked by a person to stop sending messages, you must stop.

f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. **Respect for Privacy**  
   a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.  
   b. You will not post private information about another person.

6. **Respecting Resource Limits.**  
   a. You will use the system only for educational and career development activities and suitable research.  
   b. You will not download large files unless absolutely necessary. If necessary, you will download the file and immediately remove the file from the system computer to your personal computer.  
   c. 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. **Copyright Infringement**  
   a. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. **Inappropriate Access to Material**  
   a. You will not use College ICT system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research under your teacher’s guidance.  
   b. If you mistakenly access inappropriate information, you should immediately tell your teacher or College IT Manager. This will protect you against a claim that you have intentionally violated this policy.  
   c. If your parent have instructed you that there is an additional material that you shouldn’t access you are bound by their guidelines.  
   d. Students will not use VPN’s, Proxy Servers and Services or TOR Browsers on school ICT resources.
9. Use of Computer Technology

Computer facilities are expensive, sensitive and must be treated carefully. Students must not:

a. Do anything likely to cause damage to any equipment, whether deliberately or carelessly.

b. Steal equipment.

c. Vandalize equipment (e.g. graffiti).

d. Mark or deface any equipment.

e. Eat or drink near any College owned computer resources.

Any student who is found to vandalize or wilfully destroy computer property will be charged the replacement cost. No student is permitted to use any of the computer technology without the permission of a teacher.

10. Social Media Policy

a. Students will not use any social media website or application on school ICT resources.

b. Students will not attempt to make unsolicited connections within social media or mobile phone applications towards any staff member. This includes “Friend Requests” on Facebook. This does not include Stella Maris College’s official Facebook Page.

c. Students will not submit any content to any social media site or mobile phone application that is defamatory, harassing or otherwise inappropriate towards other students or staff members.

d. Students will bring any violations of the above to the attention of the I.T. Department or their Head of Year.

D. Privacy

1. You should be aware that you have a limited privacy in regards to the contents of your personal files and records of your online activity while on the College ICT system.

2. Routine maintenance and monitoring of College ICT system may lead to discovery that you have violated this policy, the student disciplinary code, or the law.

3. Your parents have the right to address any concerns and request restrictions of your individual account at any time.
E. Due Process

1. The College will cooperate fully with external authorities in any investigation related to any illegal activities conducted through the College ICT system.

2. In the event there is a claim that you have violated this policy or student disciplinary code in your use of the College ICT system, you will be provided with an opportunity to present an explanation. Additional restrictions may be placed on your use of your Internet account.

F. Limitation of Liability

1. The College makes no guarantee that the functions or the services provided by or through the College ICT system will be error-free or without defect. The College will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The College is not responsible for the accuracy or quality of the information obtained through or stored on the system. The College will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system/computer equipment as a result of intentional misuse.

Student Account Agreement

Student Section

Student Name ___________________________ Year ____________

I have read the College’s Student ICT Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature ________________________ Date ______________

V1.0
Date of Policy: November 2015
Date of Review: November 2017