



EMMAUS COLLEGE ICT POLICY

Rationale

Emmaus College recognises the value of Information and Communication Technologies (ICT's) and access to the World Wide Web and E-mail as a resource to improve student learning. Emmaus College encourages the use of computers and computer networks (including the Internet and E-mail) in support of the mission and goals of the school.

This document is based on our Christian belief regarding the dignity of the human person as paramount.

ICT's include the use of computers, the school network, the Internet and email, digital/video cameras, printers and scanners.

GUIDELINES

Guidelines are set out in the Acceptable Use Documents attached to this document.

POLICY STATEMENT

It is the policy of Emmaus College to maintain an environment that promotes ethical and responsible conduct in all digital and on-line activities by students. Use of the electronic media is a privilege that offers a wealth of information and resources. In order to maintain this privilege students are asked to read, sign and comply with the terms of the agreement set out in the Acceptable Use Document.

CONSEQUENCES

To implement this policy:

- Students will read and sign the Acceptable Use Agreement
- Staff will ensure students understand the Acceptable Use Policy relevant to the student's age
- Staff will monitor student usage of all ICT's within their classroom environment
- Staff will follow appropriate Behaviour Management procedures when the policy is breached.



EARLY YEARS ACCEPTABLE USE POLICY AND AGREEMENT

Information and Communication Technologies (ICTs) includes the use of computers, the school network, the Internet, digital/video cameras and scanners.

At Emmaus College computers are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and learning basic skills.

The rules we follow at Emmaus College when using computers are:



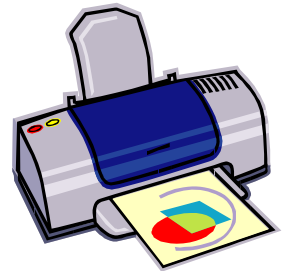
GENERAL USE

1. Do what the teacher says when using the equipment.



2. Look after the equipment.

3. Tell the teacher if there is a problem with the computer.



4. Tell the teacher if you see something you don't like.

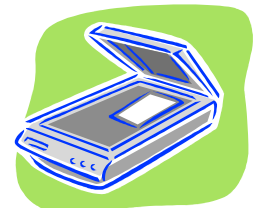
5. Only use your equipment.

Student's Printed Name: _____

Student's Signature: _____

Teacher's Signature: _____

Date: _____





PRIMARY YEARS ACCEPTABLE USE POLICY AND AGREEMENT

Information and Communication Technologies (ICTs) includes the use of computers, the school network, the Internet, digital/video cameras and scanners.

At Emmaus College computers are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and learning basic skills.

The rules we follow at Emmaus College when using computers are:

GENERAL USE

When I am using ICTs I will use my time effectively and do the task I am meant to be doing.

1. I will work co-operatively when I am using ICTs .
2. I will take care of the school's hardware and software.
3. I will only use school software
4. I will start and shut-down the computers correctly.
5. I will not use the school's equipment for anything which is against the law, or which would inconvenience other people; for example
 - Printing more copies than I need
 - Downloading large files which slow down the network
 - Changing the setting on computers
6. I will log off the computer when I have finished my work
7. I will only work on my own work and store it where the teacher has specified.
8. I am aware that viruses can be spread between computers through the use of personal CD's and USB keys that have not been checked by virus scanning software and I will check with my teacher before using these items on a school computer.

INTERNET USE

I will only access web sites that are relevant to the information I need.

9. If I see or hear anything on a web site that I am unhappy with, I will click the Home button and tell my teacher immediately.
10. I know that the school may check my computer files and may monitor the Internet sites I visit
11. I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on the Internet and CD-ROMs.

STUDENT AGREEMENT

As a responsible computer user at Emmaus College I will follow the above rules. Failure to observe the Acceptable Use conditions may result in loss of access to ICT's for a period of time.

Student's Printed Name: _____

Student's Signature: _____

Teacher's Signature: _____

Date: _____



MIDDLE YEARS ACCEPTABLE USE POLICY AND AGREEMENT

Information and Communication Technologies are provided at Emmaus College for educational, communication and research purposes. This User Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

Information and Communication Technologies (ICTs) include the use of computers, the school network, the Internet and email, digital/video cameras, printers and scanners.

RULES FOR RESPONSIBLE USE UNLAWFUL AND INAPPROPRIATE USE

The use of ICT resources must at all times comply with State and Commonwealth laws.

School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent, sexist or racist material.

If you inadvertently access offensive or inappropriate material on a website or in an email you should leave the site immediately (click on the Home icon) or close the email, and notify a teacher.

Use for personal financial gain, gambling or advertising is not permitted.

Chain letters, anonymous or threatening messages, and other unsolicited mail must not be sent.

COPYRIGHT AND INTELLECTUAL PROPERTY

You must not make an unauthorised reproduction of material protected by copyright, or use audio-visual material without permission from the copyright owner. This includes material on the Internet and CD-ROMs.

If you use words, images, ideas or information from other sources in your assignments, you must cite and reference those sources.

Computer software must be used in accordance with licence agreements. At no time are students to download and/or install software of their own.

ACCESS AND SECURITY

Access must only be made via your authorised account and password, which must not be given to any other person.

You must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.

You must not deliberately engage in any activity that may cause damage to the school's ICT resources, or to anyone else's computer equipment.

Viruses are often transmitted between computers through email attachments that are opened, files downloaded from the Internet, and from floppy disks. School computers have virus protection software, and disks should be scanned for viruses prior to use. You should be careful when opening email attachments from unknown sources especially those ending in .exe, or with an unusual file ending, e.g. .vbe, .vbs, .jse, .wsh.

You should log out properly at the end of each session.

PRIVACY AND PERSONAL SAFETY

The privacy of other users must be respected at all times.

Use of the Internet and email carries the risk of bringing you into contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings, unless a teacher has given you permission.

Email and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources.

MONITORING

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.

MANAGEMENT OF INFRINGEMENTS

Breaches of the conditions of this agreement may result in access restrictions to ICT resources, and appropriate consequences.

STUDENT AGREEMENT

As a responsible computer user at Emmaus College I will follow the above rules. Failure to observe the Acceptable Use conditions may result in loss of access to ICT's for a period of time.

Student's Printed Name: _____

Student's Signature: _____

Teacher's Signature: _____

Date: _____



SENIOR YEARS ACCEPTABLE USE POLICY AND AGREEMENT

Information and Communication Technologies are provided at Emmaus College for educational, communication and research purposes. This User Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

Information and Communication Technologies (ICTs) include the use of computers, the school network, the Internet and email, digital/video cameras, printers and scanners.

RULES FOR RESPONSIBLE USE UNLAWFUL AND INAPPROPRIATE USE

The use of ICT resources must at all times comply with State and Commonwealth laws.

School ICT resources must not be used to download, display, print, save or transmit material that others may find offensive, for example pornographic, violent, sexist or racist material.

If you inadvertently access offensive or inappropriate material on a website or in an email you should leave the site immediately (click on the Home icon) or close the email, and notify a teacher.

Use for personal financial gain, gambling or advertising is not permitted.

Chain letters, anonymous or threatening messages, and other unsolicited mail must not be sent.

COPYRIGHT AND INTELLECTUAL PROPERTY

You must not make an unauthorised reproduction of material protected by copyright, or use audio-visual material without permission from the copyright owner. This includes material on the Internet and CD-ROMs.

If you use words, images, ideas or information from other sources in your assignments, you must cite and reference those sources.

Computer software must be used in accordance with licence agreements. At no time are students to download and/or install software of their own.

ACCESS AND SECURITY

Access must only be made via your authorised account and password, which must not be given to any other person.

You must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.

You must not deliberately engage in any activity that may cause damage to the school's ICT resources, or to anyone else's computer equipment.

Viruses are often transmitted between computers through email attachments that are opened, files downloaded from the Internet, and from floppy disks. School computers have virus protection software, and disks should be scanned for viruses prior to use. You should be careful when opening email attachments from unknown sources especially those ending in .exe, or with an unusual file ending, e.g. .vbe, .vbs, .jse, .wsh.

You should log out properly at the end of each session.

PRIVACY AND PERSONAL SAFETY

The privacy of other users must be respected at all times.

Use of the Internet and email carries the risk of bringing you into contact with individuals who may be unfriendly, rude or exploitative. You should not reveal personal details about yourself or others, or arrange meetings, unless a teacher has given you permission.

Email and the Internet are not necessarily secure, and messages can be forwarded without your knowledge. For this reason you should be very careful about communicating private and confidential information via ICT resources.

MONITORING

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.

MANAGEMENT OF INFRINGEMENTS

Breaches of the conditions of this agreement may result in access restrictions to ICT resources, and appropriate consequences.

STUDENT AGREEMENT

As a responsible computer user at Emmaus College I will follow the above rules. Failure to observe the Acceptable Use conditions may result in loss of access to ICT's for a period of time.

Student's Printed Name: _____

Student's Signature: _____

Teacher's Signature: _____

Date: _____