

“school” or “schools” means schools owned by the Trustees of the Diocese of Broken Bay and administered by the Catholic Schools Office, Diocese of Broken Bay.

This policy covers all computers, internet and network services, information and communication technologies and systems provided or operated by the College or Diocesan School System.

Access to internet and network services are provided by the College to students and staff for educational and administrative purposes. However from time to time other policies or requirements may result in access restrictions. Internet and Network Service access may differ between sections of the College schools and between different year groups within the College. Access rights assigned to students and staff at the College will be determined by the College Principal and may vary as educational and administrative purposes change. 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.

All students and staff are required to use the internet and network services provided at the College in accordance with this Policy. Any use of College communication devices or services that may be considered questionable, controversial, offensive or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever College equipment or communication lines are used, whether accessed from home or other non-school locations and including where a private account is used.

Disciplinary action may be undertaken by the College against any student or staff member who is found to be inappropriately using the provided internet, network services or mobile devices. The College Principal will determine the disciplinary measures undertaken in accordance with CSO policies and guidelines.

The College as part of this policy will undertake Internet filtering. This filtering is consistent with the National Catholic Education Commission Guidelines and the Pastoral Care Policy for Diocesan Systemic Schools. Alteration to protocols and settings of filtering software will only to be undertaken by staff delegated by the Principal.

Students

System Administrators and others, as nominated by the Principal, may in the course of routine maintenance, or as required by the Principal, monitor on-line activities or review server logs to assess network efficiency, examine system security or investigate an alleged breach of this policy.

Staff

Pursuant to the Workplace Surveillance Act 2005 (NSW) ("the Act"), an employer must give notice to staff of any computer surveillance in the workplace.

Computer surveillance is defined under s3 of the Act as "surveillance by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of internet websites)."

System administrators and others, as nominated by the Principal, may in the course of routine maintenance, or as required by the Principal, monitor on-line activities or review server logs to assess network efficiency or examine system security.

Server logs may also be used in an investigation of an alleged breach of this policy. Such use requires the authorisation of the Director of Schools and may include access to digital material (including documents, photos, videos) that resides on or has passed through diocesan information systems.

Monitoring may also be undertaken by a third party on behalf of the Director of Schools including monitoring of electronic communications which are sent to a staff member or by a staff member whether internally or externally.

Monitoring was in place prior to the commencement of the Workplace Surveillance Act 2005 and is continuous and ongoing.

To minimise the risk to College information and communication networks from viruses and intrusions, current virus screening software is activated and passwords are used by staff and students. Firewalls are maintained as part of this security3(and0aity3(and0aity3(and0aity3(and0aity3(and0aity3(a



At MacKillop Catholic College, 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 MacKillop Catholic College 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:
 - o printing more copies than I need
 - o



I understand that MacKillop Catholic College provides students with access to computer and Internet and Network Services that may include the Internet, Intranet, e-mail, Bulletin Boards and 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.

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At MacKillop Catholic College we use computers to help us with our learning.

Dear Parents,

Computers and their associated technology are very much a part of today's education. Like all resources, they are extremely beneficial when used in an appropriate manner. To help ensure that this occurs we ask that you read the accompanying Internet and Network Services User Agreement and then read and/or discuss it with your child. We have also discussed the agreement, at school, with each class. When you feel your child has understood the agreement please ask them to sign and date it. Once they have done this we ask that you also sign and date the agreement indicating that you are aware of the College's expectations regarding computer use by students. On completing the form please return it to your child's teacher as soon as possible.

If you have any questions about this agreement please speak to your child's teacher.

Sue Dietrich,
Primary Principal





It is unacceptable to bring, download or install unauthorised programs, including games, to the college or run them on college computers. Online games that are deemed educational by the Learning Technologies Coordinator are only to be accessed.

I will avoid inconveniencing other computer users by leaving the computers ready for the next user to log on to, by leaving the computer desk clear of papers, by not bringing food or drink near the computers and replacing furniture to normal positions as I leave.

I know that paper is a valuable resource and should not be wasted, therefore I will aim to minimise my printing at all times by print previewing, editing on screen rather than on printouts and spell-checking before printing. Also by cutting and pasting into a word document when wanting to print from websites.

I know that it is an offence to knowingly infringe copyright laws by copying any

Mackillop Catholic College 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.

Mackillop Catholic College considers that the following uses of the internet and network services by students to be unacceptable:

- Any uses 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 ICT systems for business or personal financial benefit.
- Any use of DSS ICT systems for party political purposes.

Posting of personal contact information about themselves or other people. Personal



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

The following statements are provided to give staff guidance on acceptable and unacceptable uses of Diocesan School System (DSS) internet and network services by employees, contractors and volunteers. These statements supplement information provided in Information Sheet for Students, Parents/Guardians and Staff.

The Diocesan School System internet and network services are educational and administrative tools to be used primarily for those purposes. They must be used lawfully, professionally and appropriately.

The DSS recognises that staff have family and personal needs that may occasionally require use of the DSS's ICT systems. Such personal use shall be reasonable, brief and not interfere with the performance of work.

Personal use of ICT systems is subject to all the requirements of school and system policies.

Schools and systems have a duty of care in preventing harm to students. This duty of care includes protection from obscene and other offensive material.

Staff must therefore exercise this duty of care in supervising students.

All information stored in and transmitted on DSS computer systems is subject to the provisions of legislation, including anti-discrimination, child protection, defamation csyBDC BT1 transC(n,)4()-4(inc)-5(ludin)-

Usage and content of the DSS computer systems is subject to the same restrictions as all other intellectual property.

All data stored on DSS ICT systems is the property of the DSS.

Internet and Network services are provided to staff primarily for their use in the course of employment. Reasonable limited use is available during a staff member's own time providing they are mindful that the resource is primarily provided to support teaching and associated activities.

Staff are discouraged from participating in social networking sites except where the service fulfils an education or administrative function.

Staff may not use DSS computers or network services to:

- Engage in personal attacks, including bullying, prejudicial or discriminatory attacks.

- Knowingly or recklessly post false or defamatory information about a person or organisation.

- Access sites and games that are inappropriate in both workplace and school settings.

- These include violence, hate and horror sites and games.

- On DSS ICT or internet and network services staff must not:

- Use 'Inappropriate Language' in public messages, private messages, and material posted on Web pages.

- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

- Use the service to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.

- Attempt to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.

- Fail 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.

Staff are required to check their e-mail frequently and to delete unwanted messages promptly.