

## > Gleeson College Computer/Network Policy

### General

This Document is jointly agreed to by the school communities of Golden Grove High School, Gleeson College and Pedare Christian College. The following terms are used extensively throughout this document and are defined as:

- Campus - the three schools jointly and/or combined, as well as the Shared Facilities area.
- Computer - a computer located anywhere on the Campus.
- Network - the connection of one or more computers to any file-server on the Campus.

Students are responsible for good behaviour on school computer networks just as they are in a classroom or the schoolyard. General school rules for behaviour and communication apply.

The Campus Computer Network is provided to enable students to conduct research and develop skills in the use of Information Technology.

Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent/Caregiver permission is required for all students under the age of 18. **Access is a privilege, not a right.** Access entails responsibility.

Individual users are responsible for their behaviour and any communication they send over the network. It is expected that users will comply with school standards of behaviour and will honour the agreements they have signed.

While user's workspaces are private, users should be aware that Network Administrators reserve the right to view any files or communications when necessary, so as to maintain system integrity and to ensure that users are using the system responsibly.

### Specific

#### 1. Personal Safety

You will:

- not divulge by e-mail or otherwise personal contact information about yourself or other people without your parent's/caregiver's approval. Personal contact information includes your home address, telephone number, school address, or anything else likely to identify yourself.
- not agree to meet 'in person' with anyone you have met online without your parent's/caregiver's approval.
- promptly disclose to a teacher or other staff member any message you receive that is harassing, threatening, or makes you feel uncomfortable.

#### 2. Illegal Activities

You will not:

- attempt to gain unauthorised access to the network or to any other computer system through the network or go beyond your authorised access. This includes attempting to log in through another person's account or access another person's files, even if only for the purposes of "browsing".
- make deliberate attempts to disrupt the operation of any computer or network (including disabling or altering software, or disconnecting cables) or destroying data by spreading computer viruses or by any other means.
- use the network to engage in any other activity deemed illegal by notification through the daily notices or by your teacher.

#### 3. System Security

You will:

- be responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no circumstances should you provide your password to another person.
- immediately notify a teacher or the System Administrator if you have identified a possible security problem.
- allow virus detection software to complete the scan of every floppy disk before using it.

#### 4. Inappropriate Language

You will not:

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

- engage in personal attacks, including racist or discriminatory remarks.
- harass 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 him/her messages, you must stop.
- knowingly or recklessly send false or defamatory information about a person or organisation.

### **5. Respect for Privacy**

You will not:

- re-send a message that was sent to you privately without permission of the person who sent you the original message.
- send private information about another person.

### **6. Respecting Resource Limits**

You will:

- use the network only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- not download large files without permission from the System Administrator.
- check your workspace regularly, delete unwanted files promptly, and stay within your space quota.
- subscribe only to high quality discussion groups and Internet relay chats that directly relate to your school work.
- not send chain letters.

### **7. Plagiarism and Copyright Infringement**

You will:

- not plagiarise works that you find on the Internet, CD-ROMS, or any other source of research material. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains statements that specify appropriate use of that work, you should follow them carefully.

**NOTE:** Copyright law can be very confusing. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. A recommended reference book is COPYRIGHT AND THE INTERNET (Australian Copyright Council) which is available from any of the Campus Libraries.

### **8. Inappropriate Access to Material**

- You will not knowingly use Campus facilities to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- 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.
- The Campus respects the right of parent(s)/caregiver(s) to determine what they consider appropriate for students to access, however, it maintains the right and responsibility for maintaining the standards described in this policy.

### **Consequences**

Students found in violation of these guidelines will:

- have their parent(s)/caregiver(s) contacted by the College and informed about the violation.

### **If subsequent deliberate, wilful and/or persistent violation occurs then students will**

- have their network privileges revoked.
- face additional disciplinary actions, as described in the College's Behaviour Management Policy and/or Harassment Policy OR as determined by the College Principal or his/her representative.

### **Police action may be considered in certain circumstances.**

### **Liability**

While the Campus strives to produce the best possible network service, we make no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The Campus will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Campus is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Campus will not be responsible for financial obligations arising through the unauthorised use of the system.