



## COMPUTER & NETWORK POLICY

### A) GUIDELINES

- No user may use their account or another person's account to enter copy, delete, modify, or tamper with system files, programs or another user's personal data.
- Users are not to use computers for anything other than schoolwork or related business work. *The use of web-based email/instant messaging, P2P software and online and offline non-educational games is **not permitted** and will result in immediate loss of access.*
- Users are forbidden to install or execute unauthorised software or media files.
- There shall be no violation of copyright laws.
- No user may tamper with the setup of the College's computers or intentionally introduce a virus. This also includes no downloading of programs, games or media files from the internet or modifying the appearance of the computer desktop in any way.
- No user may change the set up of hardware or the configuration of software in any way.
- No user may abuse hardware or software or use technology for any malicious purpose.
- Users may have to bear the full repair costs in the event of loss or damage caused through wilful damage to any computer system or peripheral device.
- Students are to use the internet only in relation to assignment research. Any other use of the internet is prohibited.
- The College has ownership of all equipment and may withdraw access to, and use of, the facilities at any time.
- Users must respect the rights of others to fair access and use of the facilities.
- School bags, food, drinks and chewing gum are strictly prohibited from the computer rooms.
- Students are not permitted to use or access the College computers or the network unless supervised by a teacher.
- All users should disclose any violations or potential loopholes in computer systems security to the Network Manager.

### B) EMAIL POLICY

#### It is strictly prohibited to:

- Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify the Network Manager.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

#### DUTY OF CARE

Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

#### PERSONAL USAGE

Although the College's email system is meant for business and educational use, the College allows personal usage if it is reasonable and does not interfere with the normal routine of a working day.



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## INTERNET POLICY

If a user violates any of the acceptable use provisions outlined in this document, his / her account may be terminated and future access may be denied. Some violations may also constitute a criminal offence and may result in legal action. Any user violating these provisions, applicable State and Federal laws, is subject to loss of access privileges and any other College disciplinary options.

### C) ACCEPTABLE USE

- Must be in support of education and research consistent with College policy.
- Must be consistent with the rules appropriate to any network being used / accessed.
- Unauthorised use of copyrighted material is prohibited.
- Publishing, downloading or transmitting threatening or obscene material is prohibited.
- Distribution of material protected by trade secret is prohibited.
- Use of commercial activities is not acceptable.
- Product advertisement or political lobbying is prohibited.

## PRIVILEGES

- Access to the Internet is not a right, but a privilege.
- Unacceptable usage will result in cancellation of account, and possible disciplinary action.

## ETIQUETTE

- Be polite.
- Do not use vulgar or obscene language.
- Use caution when revealing your address or phone number (or those of others).
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Abide by generally accepted rules of network etiquette.
- If you identify a security problem, notify a system administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Attempts to long on as another user will result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- User must notify the system administrator of any change in account information.
- User may be occasionally required to update registration, password and account information in order to continue Internet access.
- College has access to all user access requests, and will monitor websites as necessary to assure efficient performance and appropriate use.

## VANDALISM / HARASSMENT

- Vandalism and / or harassment will result in the cancellation of the offending user's account.
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and / or uploading computer viruses.
- Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

## PENALTIES

- Any user violating these provisions, applicable State and Federal laws or posted College policy is subject to loss of network privileges and any other College disciplinary options, including criminal prosecution.



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- All terms and conditions as stated in this document are applicable to all users of the network. This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the Internet facilities and is not necessarily exhaustive.

By pressing on the OK button you are stating that you agree to the above policy when using the Internet.