Policies ■ Procedures ■ Information

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ELECTRONIC COMMUNICATIONS - STUDENT
INTERNET, INTRANET AND EMAIL

GUIDELINES FOR USE

Preamble

The School's network is provided for students to conduct research, study, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner, in accordance with the guidelines and procedures set out below.

Students need to further acknowledge that, under some circumstances, breaches of School procedures would also constitute infringement of State and Commonwealth law. Any such breaches would, where appropriate, be reported to police.

The following practices using School local and wide area networks are prohibited:
- any use for political or commercial purposes;
- the use of electronic mail in a manner that is contrary to School policy;
- the use of profanity, inappropriate language or racial vilification in electronic mail;
- any use that disrupts the educational and administrative functioning of the School;
- any use of a School network account by anyone but the authorised owner of the account;
- any reproduction of copyrighted material without written or explicit permission;
- access of any material that has been deemed inappropriate for School use.

Privacy

Student storage on network servers is subject to the same privacy provisions as lockers, etc. It is the responsibility of students to ensure that their account password details remain private. Network administrators may review communications logs, or access personal folders, in order to maintain system integrity and to ensure compliance with responsible use of the network. Students using the network acknowledge that the School has the capacity and the right to review histories of Internet sites visited under individual login accounts, and generally log network access.

Storage capacity

Users are expected to remain within allocated disk space and delete email or other material which consumes excessive storage space. Network servers are not to be used as archival devices. Removable Storage Media must only be used with permission of staff.

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Illegal copying

Students are not permitted to download or install any commercial software, shareware, or freeware onto network or local drives or disks, without the permission of the Network Administrator. Students should not copy other people's work or attempt to access other students' files.

Inappropriate material or language

No profane, abusive, or impolite language should be used in communication, either within the School's local area network, or across wider area networks, including the Internet.

No material should be accessed, or attempted to be accessed, which are not in line with the School's code of behaviour and if students encounter such material by accident, they must report it to a staff member immediately.

System Integrity

Students should not engage in behaviour that will in any way compromise the integrity or security of the network, or individual peripherals running on it. This includes the reconfiguring of workstation settings, disconnecting or re-routing of network cables, unauthorised access to network protocols, and the like.

Consequences for breaches of School protocols

Any breach of the above protocols and guidelines will be viewed most seriously by the School, and could form the basis for disciplinary action including:

- parental contact;
- temporary removal of access rights to the network, email and Internet services;
- School detention, including the possibility of out-of-hours detention;
- reimbursement of costs to the School;
- suspension from School;
- expulsion from School.

As with all breaches of discipline, the School will determine the appropriate consequence after careful consideration of the circumstance and severity of the offence. Consideration will also be given to the potential harm, as well as the actual harm resulting from the offence.

PETER MOYES
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A School of the Anglican Schools Commission