Student Computer and Internet Usage Policy

Responsible Officer: Director, Digital Solutions
Authorising Officer: Executive Director, Corporate Services
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1. PURPOSE

The purpose of the Student Computer and Internet Usage policy is to ensure that students using GOTAFE computer facilities and the Internet use these in a responsible way and only for educational purposes associated with their program of study.

2. SCOPE

This policy applies to all students of GOTAFE who require access to GOTAFE computers.

3. DEFINITIONS

Copyright – the legal rights of a writer, artist or musician for the use of their words, pictures or songs by other people.

Defamatory - comments that are not true or material that harms someone's reputation.

Derogatory - showing a bad opinion of something or someone, usually in an insulting way.

Discriminatory – treating people unfairly because of their religion, race, or other personal characteristics.

Ethical - involving principles for deciding what is right and what is wrong Malicious - unkind and showing a strong feeling of wanting to hurt someone

Plagiarism – taking another person's work, ideas, or words, and using them as if they were your own.

Social Media - online media which allows user participation and interaction, including social networking sites, video and photo sharing websites, forums and other websites that allow individuals to post comments to the web.

Spam – emails that are sent to large numbers of people on the Internet, especially when these are not wanted.

4. PRINCIPLES

A senior secondary education provider must have policies and procedures in place that are consistent with any relevant legislation to ensure the care, safety and welfare of students and the provision of opportunities for students with special needs to access the course. *(Education and Training Reform Regulations 2007, Schedule. 7.4 Student welfare).*

5. POLICY

It is the policy of GOTAFE that:

5.1 Students will have access to computers and a range of software applications and online facilities to support their study with GOTAFE, including access to the internet through the GOTAFE network.

5.2 Use of the Internet is both a responsibility and a privilege. All users of GOTAFE

5.3 Computers and the Internet are expected to use these in a responsible, efficient, ethical and legal manner. Failure to accept this responsibility may result in the removal of the user's access to computer facilities.

5.4 Unacceptable uses of the Internet include, (but are not limited to):

    5.4.1. **Accessing Inappropriate Materials**: Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and illegal.

    5.4.2. **Illegal Activities**: Any type of vandalism, terrorism, spam or illegal activities stipulated by the law.

    5.4.3. **Breaching Copyright**: Copying or downloading copyrighted material.

    5.4.4. **Plagiarism**: Representing another's work as your own.

    5.4.5. **Copying Software**: Copying or downloading software without the authorisation of the teacher.

    5.4.6. **Non-Course Related Uses**: Playing, downloading games, music, videos or any material not directly related to the student's course of study and without permission from the teacher.

    5.4.7. **Misuse of Passwords or Unauthorised Access**: Sharing passwords, using other students' passwords and accessing other user accounts.

    5.4.8. **Malicious Use or Vandalism**: Any malicious use, disruption or harm to computer systems including computer hacking and creation of and uploading of computer viruses.

    5.4.9. **Unauthorised access to or inappropriate use of Social Media**: Accessing social media without authorisation of the teacher, and where this is approved, expressing opinions and comments that are seen to be derogatory or offensive language.

Any other inappropriate or improper use as deemed so by GOTAFE staff.

5.5 The Institute provides students with access to computing and communications services in support of its teaching, learning, research and administrative activities. By signing the appropriate forms or enrolling in courses for obtaining access to GOTAFE computing facilities, users agree to abide by all policies that relate specifically to the use of these facilities. Any breach of these policies will be deemed an infringement and dealt with accordingly which could result in suspension of access privileges or in severe cases, legal authorities will be involved.

5.6   Interfering, in any way, with GOTAFE network or associated equipment, be it intentional or accidental, is not permitted. Any such interference will be acted upon and may result in removal from the GOTAFE network until an investigation can be completed and the source of the interference is removed.

5.7   Any malfunction or other problem is reported immediately to teaching staff or to the Information Communications Technology (ICT) section.

5.8   This policy is discussed in class with students as part of the student induction program and reinforced as appropriate when computers are in use by students.

6.   DOCUMENTATION

Education and Training Reform Regulations 2007

Student code of conduct policy [E6]

Student code of conduct resolution procedure [E6-P27]

Student Handbook