ICT ACCEPTABLE USE POLICY - STUDENTS

1. PURPOSE

At Gleeson College, the ICT Network & Internet are solely intended for educational purposes to assist students in their learning/ studies. Recreational use of the network is not permitted.

Gleeson College provides access to network services to students who agree to act responsibly and considerately. Parental consent is mandatory for students under 18 years of age. Users are accountable for their conduct and communication sent through the network. Compliance with the college's behavioural standards and agreements is expected.

Although user workspaces are private, it's important to note that Gleeson College Leadership, the ICT Network Manager and CESA reserve the right to access any data or communication stored within or passing through the Gleeson College network, systems or services. This is done to ensure system health, security, and responsible usage.

2. GENERAL POLICY

2.1. Procedures

2.1.1. Do not disclose any personal contact information about yourself or others through email or any other means without parental approval. Personal contact information includes your home address, telephone number, school address, email address, username, birthdate, or any other identifying details.

2.1.2. Do not agree to meet anyone you have encountered online in person without the approval of your parent or caregiver.

2.1.3. If you receive a message that is harassing, threatening, or causes you to feel uncomfortable or insecure, immediately inform a teacher or any other staff member for prompt action.

2.2. System Security

Computer users will:

2.2.1. Take responsibility for their individual account and employ reasonable measures to ensure that no unauthorised party gains access to it. Passwords should never be shared with others or documented in a manner that can make them easily accessible to others.

2.2.2. Notify a teacher or the ICT Department immediately if there is any suspicion of a security issue or concern.

2.2.3. Allow virus/malware detection software to scan every external storage device prior to using it.

2.2.4. Avoid deliberately sabotaging the operation of any ICT infrastructure, systems, services, applications, devices or data, including spreading viruses, malware, ransomware or any other form of destruction.

2.2.5. Refrain from engaging in illegal or inappropriate activities while using the network.

2.2.6. Not attempt to gain unauthorised access to the network or any other computer system via the network, even if it means accessing another person's account or data for browsing purposes.

2.2.7. Do not use VPN software, services or systems nor try to bypass, disable, avoid or obscure content inspection, filtering, application control, or ICT security software, services or systems.

2.3. Inappropriate Language

Computer users will not:

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

2.3.2. Engage in personal attacks, including racist, sexist or discriminatory remarks.

2.3.3. Harass another person

2.3.4. Knowingly or recklessly send false or defamatory information about a person or organisation.

2.4. Respect for Privacy

Computer users will:

2.4.1. Use ICT infrastructure, systems, services, applications, devices and data only for educational and career development activities.

2.4.2. Check your OneDrive regularly, delete unwanted files promptly, and stay within your storage quota.

2.4.3. Subscribe only to high-quality discussion groups or forums that directly relate to your school work as directed by your teacher.

2.4.4. Not send chain letters or spam.

2.5. Plagiarism and copyright infringement

Computer users will not:

2.5.1. Plagiarise works that you find on the Internet, obtain from another person or through any other source.

Computer users will:

2.5.2. Honour the rights of copyright owners and refrain from unauthorised reproduction or reuse of copyrighted works or materials. It should be noted that copyright law can be intricate, so

seeking permission from the copyright owner when in doubt is recommended.

2.6. **Prohibited Access to Materials**

2.6.1. It is strictly prohibited for computer users to utilise Gleeson College facilities to access material that contains profanity, obscenity, promotes illegal activities, or encourages violence or discrimination against individuals.

2.6.2. In the event that a computer user unintentionally accesses inappropriate material, they must report it to their teacher immediately to avoid any accusations of violating this policy.

2.6.3. Please be informed that the use of ICT infrastructure, systems, services, applications, devices, data, and internet access are recorded. These logs are evaluated as part of assurance and compliance activities managed by the ICT Network Manager. Decryption, packet capture, and inspection techniques are employed across the network to enable logging, analysis, troubleshooting, security, and responsible usage procedures.

2.6.4. Gleeson College upholds the right of parents to decide what content they consider appropriate for their children to access. However, Gleeson College retains the right and responsibility for maintaining the standards outlined in this policy.

3. **CONSEQUENCES**

Computer users found in violation of the above policies will:

3.1. Have their parent/caregiver contacted by the College and informed about the violation. They may have their network privileges revoked for a time.

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

3.2. Have their network privileges revoked

3.3. Face additional disciplinary actions as determined by the Gleeson College Principal or his/her delegate

Police action may be considered in certain circumstances.

4. **LIABILITY**

4.1. Although Gleeson College aims to deliver optimal network services, it cannot guarantee that the functions or services accessed through the network will always be error-free or free from defects. As a result, Gleeson College will not be held accountable for any harm incurred by computer users, such as data loss or service disruptions. Additionally, Gleeson College is not liable for the accuracy or quality of the information obtained or stored on the network, nor will it accept responsibility for any financial obligations that arise as a result of network usage.

5. EVALUATION

The ICT Network Manager is responsible for the evaluation of this policy which will take place every 3 years. The policy should be considered by the Leadership Team as the key team within the College for Planning, Policy and Review. They may wish to seek opinions from other staff, parents and students as to the effectiveness of the policy.

Signed _____ Principal or delegate   Dated: 11/05/2023

Signed _____ Chairperson of Board or delegate   Dated: 3.6.23