ACCEPTABLE ICT AND INTERNET USAGE POLICY - STAFF

Preamble

Marymede Catholic College is a school community in which ethics and values are given high priority. It is expected that staff use of these facilities would accord with all appropriate standards of ethical behaviour. The College nevertheless requires this Policy document to inform staff of all implications of Internet and E-mail use.

New and emerging Communication Technology offers opportunities never before possible; it also presents new risks for individuals and for the College.

At Marymede Catholic College we provide guidelines to all parents, staff and students on the use of electronic media – e-mail, internet, intranet, facsimile, phone (voice mail and instant messaging), mobile devices, social media sites, online discussion groups and 'chat' facilities, copying and printing, to ensure such devices are used appropriately.

All staff and students are required to sign the Acceptable ICT and Internet Usage Agreement. In addition, all staff and students allocated a College IT device (netbook, tablet, notebook, PC or other) are required to sign a computer release form. Those who choose not to will not be able to be permitted access to the Internet or ICT equipment.

Policy Statement

At Marymede Catholic College, digital and online resources such as e-mail, internet, intranet, facsimile, phone (voice mail), mobile devices and photocopiers/printers, are Marymede Catholic College property, even where access is gained from a personal or home computer. As new tools and resources become available, their use is also covered by this Policy.

The provision of ICT systems by Marymede Catholic College is to improve and enhance learning, teaching and conduct of the business and functions of the College. Using Information Technology, accessing information and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in a purposeful, responsible and ethical manner that is consistent with Catholic values.

The College will ensure that a Cyber-safety Program is in place to educate students and the College community.

The College allows access to and the use of electronic communication for legitimate work and education related purposes by school staff. This Policy contains Marymede Catholic College requirements in regard to the use of these systems.

Principles

Access to Marymede Catholic College Digital Technology

Access to the Marymede Catholic College electronic media resources is a privilege not a right.

Appropriate Use of the E-mail, Internet and Cloud Computing

E-mail, internet and cloud computing used for work/education related communications must not be used inappropriately.

Appropriate Use of the Internet/Intranet System
The Marymede Catholic College Internet/Intranet access facilities will be used for authorised work related purposes.

Appropriate Use of Other Electronic Media
The Marymede Catholic College facsimile, photocopying/printing, phone, voice mail and mobile devices access facilities will be used for authorised work related purposes.

Personal Use of Marymede Catholic College's Digital Technology
Limited and occasional personal use of the Marymede Catholic College electronic media system is acceptable.

Monitoring Digital Technology Use
All use of Digital Technology will be monitored.

Responsibilities

All Digital Technology users are personally responsible for complying with this Policy. This Policy document applies to all employees (including temporary staff, contractors and anyone who is representing Marymede Catholic College in any way) who use the internet or e-mail with Marymede Catholic College's computing or networking resources. All users are expected to be familiar with and comply with this Policy.

1.1 Introduction and Definition

The electronic communication and information resources of Marymede Catholic College ("the College") are part of the College's education resources. These resources are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the College's Education program.

This Policy specifies the conditions applying to the use of the electronic communication system of the College. Electronic communications include, but are not limited to, all Internet, Intranet and e-mail activities and/or communications and all related applications.

The electronic communication system is available for the use of employees under the conditions specified in this Policy. This Policy is to be read in conjunction with other statements and policies made by the College and may be amended from time to time.

Authorised users of the College's electronic communication system are required to comply with this Policy. Failure to observe this Policy will result in disciplinary action that could include termination of employment.

1.2 Authorised Use

Use of the College's electronic communication resources for legitimate work-related purposes is authorised with the issuing of a username and a password.

Employees are responsible for maintaining the security of their accounts and their passwords. It is recommended that passwords are changed regularly.

All employees are required to take appropriate precautions to prevent unauthorised access to their mailbox by logging off whenever the accessed terminal, notebook or other device is unattended.

1.3 Usage

The electronic communication system is an important component of the College's internal and external communication systems. This system is available to employees to facilitate efficient communication for work-related purposes.

Authorised users may use the electronic communication system for reasonable personal purposes, provided such use does not contravene this Policy or have any foreseen or unforeseen negative ramifications for the College and does not adversely impact upon personal productivity and professional standards.

'Personal purpose' excludes all commercial/business communications that are not authorised by the College. Personal use of the College's electronic communication system will be acknowledgement that authorised users will be personally accountable for any costs or other negative ramifications that may result from using the system.

As the College provides access to the electronic communication system, the contents of the system, including e-mail messages, remain the property of the College. Although the College does not make a practice of regularly monitoring this system, the College reserves the right to monitor individual usage. Where the College deems it appropriate or necessary, the College will inspect and disclose the contents of electronic communication transactions in the course of an investigation triggered by indications of misconduct or misuse, or to respond to legal process, or to fulfil its obligations to third parties.

1.4 Good Practice and Etiquette Governing E-mail Use

Care should be taken to ensure that the content, form, grammar and spelling of all e-mail messages, whether internal or external, meet the professional business standards required by the College for all forms of correspondence and comply with all statutory obligations.

In accordance with College Policy, copies of official e-mail messages should be printed and filed with other correspondence for future reference and access. As there is sometimes some uncertainty as to whether an e-mail has been received, it is good practice to acknowledge receipt of an e-mail within 48 hours.

All users are reminded that electronic communications may not be secure and from time to time, communications may find their way to an audience beyond that originally intended. For example, electronic communications are capable of being forwarded without the express permission of the original author. Therefore, users must exercise caution in the transmission of messages. Where the author of a document wishes to minimise the possibility of a document being altered by the recipient, the document should be sent in Adobe Acrobat format. This format should be adopted where a College seeks to protect its intellectual property.

1.5 Differentiating Between Personal Correspondence and Authorised Representation

As each authorised user is identifiable as having an account @marymede.vic.edu.au, it is necessary to differentiate between personal views and opinions and the official views of the College.

The Principal may specifically delegate responsibility to authorised employees to represent the College in a professional capacity from time to time. In other circumstances, a disclaimer advising that the views and opinions expressed represent those of the writer and not the College may be required.

1.6 Form of Messages (for Official Communications)

All messages should contain:

- Appropriate salutations;
- Sender's name and title (and Domain/section where relevant);
- Name and contact details of the College;
- Standard College disclaimer.

All staff are required to store the standard 'nickname' outlined below which includes the sender's name and title, name and contact details of the College and standard College disclaimer.

Example:
John Citizen
Year 10 Coordinator
ABC College
Tel: 03-9999 9999; Fax: 03-9999 0000
E-mail: jcitizen@marymede.vic.edu.au
Url: http://www.marymede.vic.edu.au

Disclaimer
This message, including any attachments, is provided without responsibility in law for its accuracy or otherwise and without assumption of a duty of care by the College. Whilst every attempt has been made to ensure material in this e-mail is free from computer viruses or other defects, the attached files are provided and may only be used, on the basis that the user assumes all responsibility for use of the material transmitted. This e-mail is intended for the use of the named individual, distribution or copying by anyone other than the intended recipient of this e-mail is strictly prohibited. If this e-mail has been received in error, then please notify Marymede Catholic College immediately and destroy the original message.

Where the authorised user is not expressly authorised by the Principal to represent the College in a professional capacity and personal opinions or views are expressed, the message must include an additional disclaimer: *Views, opinions, etc. expressed reflect those of the author and not Marymede Catholic College.*

1.7 Publishing

Staff wishing to use the College's electronic communication system to publish information relating to and on behalf of the College, must obtain prior permission from the Principal.

The College logo and designs are the property of the College and may only be used with the express authorisation of the Principal.

1.8 Communication with the College Community

Staff should acknowledge electronic communication from members of the College community within 48 hours. Where a direct response is not appropriate, the staff should provide a polite reply acknowledging the enquiry and indicating that a formal reply will follow.

1.8.1 Communication with Parents

Staff should observe the following guidelines:

- E-mail **must not be used** when dealing with sensitive, pastoral or confidential matters;
- E-mail **must not be used** to provide advice, such as in relation to subject selection or course;
- Career or personal advice, as such advice is best communicated in discussion, whether in person or by telephone.
- Copies of e-mail communication should be copied and filed as for other forms of communication between teachers and parents.

1.8.2 Communication with Students

Staff should exercise care when communicating with students as e-mail provides students with a permanent record, in writing.

Acceptable and Unacceptable Electronic Communications

Acceptable messages include:

- Replying to messages, provided the reply does not contravene this Policy and any other policy of the College;
- Contacting persons/organisations for legitimate and reasonable work-related purposes; and
- Reasonable personal use, as outlined above.

Unacceptable messages include:

- Ordering any product or service on behalf of the College unless specifically authorised;
- Highly confidential information, unless encryption has been enabled; and
- Any prohibited use, as outlined below.

1.9 Prohibited Use of the Electronic Communication System

Internet

Marymede Catholic College's Internet access facilities must only be used for authorised business-related purposes. Internet use for private purposes is also authorised provided that the use complies with the College's Internet Policy.

The Internet access facilities must **not** be used to:

- Download, access or post any material on the Internet if the material may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory; or
- Attempt to obtain unauthorised access to Marymede Catholic College's or any other computer system or data stored in any computer system; or attempt to probe security mechanisms at Marymede Catholic College or any other Internet sites; or post any information on Internet news groups, bulletin boards, facebook, twitter or similar, unless authorised.

Email

E-mail messages are neither private nor secret and can be easily misconstrued by recipients or mistakenly sent to the wrong recipient. In Australia, Sate and Federal legislation prohibits the transmission of e-mail messages that contain objectionable material. In addition, e-mails that may appear humorous and innocent can be unlawful and infringe racial and sexual discrimination and harassment policies.

Prohibited uses of the School's electronic communication system include any conduct that:

1. Violates or infringes the rights of any other person, including the right to privacy;
2. Contains real or potential defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually-explicit, sexually-oriented, threatening, racially-offensive or otherwise biased, discriminatory or illegal or any other inappropriate material;
3. Has instructions on the manufacture and/or use of illegal and/or dangerous products, substances or materials or any other illegal or subversive activity;
4. Violates any other College Policy, including prohibitions against harassment of any kind;
5. Forwards confidential messages to personnel to whom transmission was never authorised by the College, including persons within the College community and persons/organisations outside the community;
6. Accesses and uses copyright information in a way that violates copyright;
7. Attempts or succeeds in obtaining unauthorised access to electronic communication systems, attempts to breach any security measures on any such system, attempts to intercept any electronic transmissions without proper authorisation, or unauthorised use of a password/mailbox, including constructing electronic communication so that the communications appears to be from another person/organisation;
8. Broadcasts unsolicited personal views on any matter;
9. Fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus;
10. Involves the establishment or conduct of personal or private commercial or business transactions, including Internet banking and share trading, advertising and political lobbying;
11. Propagates chain e-mails or forwarding messages to groups or lists without the consent of the user;
12. Results in unauthorised external access to the College's electronic communication system;
13. Consumes excessive bandwidth;
14. Interferes with the ability of others to conduct the business or the College; or
15. Offends or potentially offends the ethos, principles and/or foundations of the College.

Section 85ZE of the Crimes Act 1914 (Cth.) applies to the offensive or harassing use of a telecommunication services, including e-mail, and states that a person shall not knowingly or recklessly:

- Use a telecommunication service supplied by a carrier to menace or harass another person; or
- Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons, as being, in all the circumstances, offensive.

Section 57(1) of the Classification (Publications, films and computer Games) Enforcement Act 1995 (Vic) prohibits a person from using an on-line information service to publish or transmit or make available from transmission, objectionable material.

An ‘on-line information service’ is defined to mean “a service which permits, through a communication system, on-line computer access to or transmission of data or computer programs” (s. 56) and is capable of extending to e-mails. Section 56 defines ‘objectionable material’ to mean a publication, film or computer game that:

1 Depicts, expresses or otherwise deals with matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in such a way that it offends against the standards of morality, decency and propriety generally accepted by reasonable adults to the extent that it should not be classified; or

2 Describes or depicts a person who is, or looks like, a minor under 16 engaging in sexual activity or depicted in an indecent sexual manner or context; or

3 Promotes, incites or instructs in matters of crime or violence; or

4 Is unsuitable for a minor to see or play; or

5 Is classified RC or would, if classified, be classified RC (where RC means ‘refused classification’).”

1.11 Copyright

Marymede Catholic College users must adhere to any software licensing agreements; copying of software that is not in accordance with the vendor’s licence is strictly forbidden. Participation in pirate software bulletin boards and similar activities is prohibited.

Copyright legislation in respect of the Internet is limited. Accessing information on the Internet is not an infringement of copyright, nor is making a single hard copy of the information. Multiple copies and other dissemination of the original information may represent an infringement of copyright if done without the owner’s permission.

1.12 Digital Media

Digital media must not be used for the purposes of harassment and bullying. It must not be used to humiliate, intimidate, offend or vilify others on the basis of their race, gender, or any other attribute described under any State or Federal anti-discrimination legislation. This includes:

- Age Discrimination Act 2004;
- Australian Human Rights Commission Act 1986;
- Disability Discrimination Act 1992;
- Racial Discrimination Act 1975;
- Sex Discrimination Act 1984;
- Equal Opportunity Act 2010 (Victoria);
- Crimes Amendment (Bullying) Act 2011.

1.12 Consequences of Unacceptable and/or Prohibited Use

The College will take disciplinary action against any person found to have engaged in an unacceptable or prohibited use of the College’s electronic communication system. Disciplinary action may include termination of employment.

Employees are advised that unacceptable and/or prohibited use may contravene State and/or Federal legislation. Legal action may be taken against any person in breach of, or allegedly in breach of, these statues.

The College reserves the right to remove material causing an undue load on the system.

1.13 Virus Checking

In using the College’s computer system, employees are required to adopt the following practices to minimise exposure to computer viruses.

Trend Micro automatically checks all incoming e-mail attachments. Any files that end with .COM or .EXE should be saved first to the computer hard disk and then scanned. Where there is doubt that a file is safe or the source of an electronic communication is not known, it may be wise to erase the e-mail or to contact the IT Helpdesk. All outgoing e-mail should not include .COM or .EXE files.

1.14 Monitoring of Electronic Communication

Employees are responsible for regularly checking their received electronic communication to ensure a timely and professional approach is maintained in all school-related communication.

Employees must make arrangements to check their e-mail during periods of leave.

1.15 Personal and Financial Information

Personal transactions, including, but not limited to, purchasing or selling goods and services, Internet banking, share trading and advertising, are prohibited by the College. While Marymede Catholic College takes every precaution to provide a secure system, any disclosure by a person of personal information, including bank and credit card details, may be observed or altered by a third party while in transit.

Marymede Catholic College will not be liable for any loss incurred by a person who provides personal information, including bank and credit card details over the Internet or via Internet e-mail.

The College will not be liable for any loss incurred by an employee who provides such information over the Internet.

1.16 Social Media

Social networking, on-line conferences, discussion groups or other similar services or tools using Marymede Catholic College resources must be relevant and used only for Marymede Catholic College purposes or professional development activities. When using such tools, all Marymede Catholic College ICT users must conduct themselves professionally and appropriately. Under no circumstances are students to appear in Marymede Catholic College uniform or with any College emblem or names visible. Staff and students must not provide any information that identifies them or other individuals as students or staff from the College. If a staff member or student is posting comments and they disclose that they are employees of Marymede Catholic College, or they are otherwise identifiable as employees of Marymede Catholic College, they must make clear their posts are not the official position of the College.

Staff and students must not present information or material that would be viewed as bringing the College into disrepute as this would be considered a serious breach of College rules and this Policy.

1.17 Disclaimer

Marymede Catholic College makes no warranties of any kind, whether express or implied, in relation to the electronic communication system.

The College will not be responsible for any damage, including loss of data resulting from delays, non-delivery, etc. suffered by any employee using the electronic communication facilities.

Use of any information obtained via the Internet is at the employee's own risk with responsibility for the accuracy or quality of information obtained through its computer network services specifically denied by the College.

Cloud technologies

File types – executables

Ethical Standards
If you behave in an ethical manner refer to teaching standards and code of conduct

Ethical use of school resources – in addition to the computer release form and communication and collaboration