



Our Lady Star of the Sea, Terrigal

ACCEPTABLE USE POLICY FOR INTERNET/INTRANET & NETWORK SERVICES

OPERATIONAL POLICY

May 2015

PURPOSE

The purpose of this policy is to provide guidance on the appropriate use and management of internet and network services in accordance with legal and system requirements and expectations.

POLICY FRAMEWORK

“The internet offers extensive knowledge, but it does not teach values; and when values are disregarded, our very humanity is demeaned...”

- POPE JOHN PAUL 11

.Our Lady Star of the Sea Catholic School provides access to the internet and network services for students and staff in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration.

The use of the internet and network services in our school should be appropriate for the stage of development of the students and relevant to their education. These services may also be used to support the provision of adult education and communication opportunities to staff and parents.

In using and managing internet and network services, students and staff are expected to conduct their activities in a manner that supports and advances the mission of Catholic schooling in the diocese – the education and formation of students in Catholic discipleship. In light of the Catholic worldview which regards each human being as a unique person created in the image of God, having an inalienable dignity that is always to be respected, staff and students are called to respect the rights and privacy of all persons.

POLICY CONTENT

Definitions

In this policy:

- “DSS” means the Diocesan School System, collectively the schools and the Catholic Schools Office.
- “e-mail” means the system that enables the users to send data over the internet using computers and mobile devices.
- “Mobile devices” as used in this document refers to (but not limited to) mobile phones, iPads and Tablets, PDAs and portable storage devices
- “Internet” means the system of interconnected networks that connects computers globally for data transmission and exchange.
- “Intranet” means a local system of computers enabling staff or students to communicate with each other and share information within their school and within the DSS.
- “Network Services” means facilities and resources located on and delivered via a computer-based network including communications systems, internet and intranet services, mobile devices, electronic mail, web services, printer services, database services, back-up services, file services and network management services.
- “Social networking” means web based services that allow individuals to create their own online profile and communicate with each other by voice, chat, instant message, video conference and blogs in a virtual community.
- “parents” includes parents and guardians.
- “staff” means salaried, voluntary or contracted persons.
- “student” or “students” means students enrolled in the Diocesan School System.
- “school” means the school community of Our Lady Star of the Sea in full - owned by the Trustees of the Diocese of Broken Bay and administered by the Catholic Schools Office, Diocese of Broken Bay.

Scope

Internet and Network Access

Access to internet and network services are provided by the DSS to students and staff for educational and administrative purposes.

Access rights assigned to students and staff in a school will be determined by the school Principal and may vary as educational and administrative purposes change.

Students and staff may not use the internet and network services provided for commercial purposes, either offering or acquiring goods or services for personal use. Nor may the services be used for political lobbying or proliferation of unnecessary communications.

Responsibility

All students and staff are required to use the internet and network services provided at the school and the CSO in accordance with this Policy. Any use of CSO's communication devices or services that may be considered questionable, controversial, offensive or against the Catholic ethos is unacceptable. This includes personal communication with students on matters not related to curriculum or education. These standards apply whenever CSO/school equipment or communication lines are used, whether accessed from home or other non-school locations and including where a private account is used.

The Principals is required to ensure compliance with this policy.

Consequences of Non-Compliance

Disciplinary action may be undertaken by the school or the CSO against any student or staff member who is found to be inappropriately using the provided internet, network services or mobile devices. The principal or the Director of Schools will determine the disciplinary measures undertaken in accordance with CSO policies and guidelines.

In regard to staff, disciplinary action may include termination of employment. Intentional unacceptable use by a staff member directed toward a student may constitute an allegation of reportable conduct as defined by the NSW Ombudsman Act 1974. Allegations of inappropriate conduct will be investigated in accordance with the CSO procedures for managing complaints against employees in the area of child protection and may result in disciplinary (or criminal) action being taken against the staff member. Disciplinary proceedings may also be commenced by external authorities should a person be found to be committing a civil or criminal offence.

Duty of Care

The school will provide periodic instruction to students in on-line personal safety issues including unwelcome sites, stranger danger, cyber-bullying and financial exploitation.

Filtering

Internet filtering is required and is to be consistent with the National Catholic Education Commission Guidelines and the Pastoral Care Policy for Diocesan Systemic Schools. Alteration to protocols and settings of filtering software is only to be undertaken by staff delegated by the principal or the Director of Schools.

Monitoring

- **Students**

System administrators and others, as nominated by the principal or the Director of Schools, may in the course of routine maintenance, or as required by the principal or the Director of Schools, monitor on-line activities or review server logs to assess network efficiency, examine system security or investigate an alleged breach of this policy.

- **Staff**

Pursuant to the Workplace Surveillance Act 2005 (NSW) ("the Act"), an employer must give notice to staff of any computer surveillance in the workplace.

Computer surveillance is defined under s3 of the Act as "surveillance by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of internet websites)."

System administrators and others, as nominated by the Principal or the Director of Schools, may in the course of routine maintenance, or as required by the Principal or the CSO, monitor on-line activities or review server logs to assess network efficiency or examine system security.

Server logs may also be used in an investigation of an alleged breach of this policy. Such use requires the authorisation of the Director of Schools and may include access to digital material (including documents, photos, videos) that resides on or has passed through diocesan information systems.

Monitoring may also be undertaken by a third party on behalf of the Director of Schools including monitoring of electronic communications which are sent to a staff member or by a staff member whether internally or externally.

Monitoring was in place prior to the commencement of the Workplace Surveillance Act 2005 and is continuous and ongoing.

Security

To minimise the risk to DSS and school information and communication networks from viruses and intrusions, current virus screening software is to be activated and where appropriate, passwords are to be used by staff and students. Firewalls are to be maintained. Management of system protocols and server configurations is the responsibility of designated DSS staff, authorised contractors and system administrators in schools. Non-authorised staff and students are not to have access to these levels of system management.

E-mail

In using DSS e-mail facilities, staff and students should be aware that e-mail residing on, or transmitted across the Broken Bay network is the property of the DSS. Schools are required to advise staff and students that they, staff and students, may be held accountable for the e-mail they create and distribute using DSS facilities.

As the e-mail service provided is for administrative and educational purposes, staff where appropriate, must identify themselves properly by using –

- a signature block at the bottom of e-mail messages stating their name, school phone number, postal address and,
- an e-mail disclaimer, see Attachment 1, when not officially representing the school or the CSO in the e-mail message.

School Websites

The school websites may be created for the school, staff or students with the approval of the school principal. Websites must be established and maintained in accordance with CSO policies and guidelines and relevant legislation.

Social networking

Provision of social networking services to students within the DSS must be related to an educational function. It is on this basis that such services are made available to students at the discretion of the principal.

Staff should only access these services on school and CSO facilities if the service fulfills an educational or administrative function.

Staff – Acceptable Use

The DSS requires staff to use the internet and network services in accordance with this and other system and school-based policies. Attachment 4 to this Policy expands on particular expectations for DSS staff.

The school is required to provide staff with:

- a copy of the CSO Policy,
- a copy of the school's Internet and Network Services Policy adapted from this CSO Policy,
- a copy of the school's Acceptable Use Agreement (AUA) (see Attachments 2.1 K-2 , 2.2 Primary and 2.4 Secondary),
- a copy of the Information Sheet for Students, Parents/Guardians and Staff (see Attachment 3),
- a copy of Use of the Internet and Network Services by Diocesan School System Staff (see Attachment 4).

Limitation of Liability

The DSS makes no warranties of any kind, either express or implied, that the network services provided will be error-free or without defect. The DSS will not be responsible for any damages students, staff or parents may suffer, including but not limited to, loss of data or interruptions of internet or network service. The DSS is not responsible for the accuracy or quality of the information obtained through or stored on the network services. The DSS will not be responsible for financial obligations arising through unauthorised use of the services.

Related Legislation, Policies, Guidelines and Support Material

- Legislation
 - DSS schools, students and staff are required to comply with all relevant legislation in using the internet and network services in DSS schools and offices including:
 - Human Rights and Equal Opportunities Commission Act 1986 (Comm.)*
 - Classification (Publication, Films and Computer Games) Act 1995(Comm.)*
 - Copyright Act 1968 (Comm.)*
 - Copyright Amendment [Digital Agenda] Act 2000(Comm.)*
 - Privacy Amendment (Private Sector) Act 2000 (Comm.)*
 - Anti-Discrimination Act 1977 (NSW)*
 - Children and Young Persons (Care and Protection) Act 1998 (NSW)*
 - Crimes Act 1900 (NSW)*
 - Defamation Act 2005 (NSW)*
 - Workplace Surveillance Act 2005 (NSW)*
 - Privacy Act 1988 (Comm)*
 - Spam Act 2003 (Comm)*

- Policies
 - Anti-Bullying Policy for Diocesan Systemic Schools, Diocese of Broken Bay*
 - Anti-Harassment Policy for Diocesan Systemic Schools, Diocese of Broken Bay*
 - Complaints Handling Policy for Diocesan Systemic Schools, Diocese of Broken Bay*
 - Pastoral Care Policy for Diocesan Systemic Schools, Diocese of Broken Bay*
 - Privacy Policy for Diocesan Systemic Schools, Diocese of Broken Bay*
 - Software Licencing Policy and Guidelines for the Diocesan School System, Catholic Schools Office*

- Supporting Documents
 - The Catholic Worldview, K-6 Religious Education Curriculum, Foundations and Syllabus, Broken Bay 2004*
 - National Safe Schools Framework*
 - Registration Systems and Member Non-government Schools (NSW) Manual (NSW) Board of Studies*
 - Pastoral letter from the Catholic Bishops of Australia, April 2008*
 - Privacy Compliance Manual, National Catholic Education Commission and National Council of Independent Schools (March 2010 version)*
 - Using the Internet Legally - Guidelines for Schools, TAFEs and System Authorities in Developing Internet Policies, MCEETYA Taskforce on Copyright*
 - Guidelines for the Use of the Internet, National Catholic Education Commission.*

Attachment 1

E-mail Disclaimer

The disclaimer below is to appear at the bottom of all e-mails sent using the DSS internet and network services. It must appear in a standard font, but may be reduced down to 8pt size.

WARNING: The information contained in this e-mail (including attachments) is intended for the addressee named above.

It may be confidential, privileged and/or subject to copyright. If you are not the intended recipient, any use or copying of any part of this information is unauthorised. If you have received this e-mail in error, we apologise for any inconvenience and request that you notify the sender immediately and delete all copies of this e-mail, together with any attachments, without copying or disclosure.

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