DIGITAL NETWORK ACCEPTABLE USE POLICY

Saint Augustine's College embraces emerging digital technologies and encourages its teachers and students to look for ways of using them to enhance teaching and learning. The availability and appropriate use of these resources provide opportunities that can help students develop spiritually, academically, socially and physically. Their inappropriate use can be detrimental to the teaching/learning process, anti-social, and even harmful.

Saint Augustine's College provides students with the opportunity to use computers and other digital devices*, and gives students rights to use and access services on the College's digital network. The College expects students to act responsibly and respectfully. Students are expected to conduct themselves appropriately when they use, access information and communicate over the digital network. Before students are given access rights, they will need to agree to a number of conditions, which are outlined below.

DIGITAL DEVICES AND NETWORK FACILITIES USE

The College provides students with access to computers, other digital devices and the College's digital network to further develop their learning. It is essential therefore that all computers and other digital devices are kept in good working order at all times. Students are expected to take care and full responsibility of computers and digital equipment made available for their use. This includes all cables and attachments such as mice and keyboards.

A.   Security

For security reasons we expect students to keep passwords and network login details private. Students need to keep all drives and files secure, and prevent others from accessing their work without permission. Students must respect the rights and privacy of others and on no occasion access or attempt to access another person's network account through their password and login, or through unacceptable or illegal means: e.g. hacking.

B.   Storage

Students are responsible for managing data stored in the cloud based MSO365. They must use this only for the storage of educational material. Under no circumstances are students allowed to download, introduce or store any software applications/games on their laptop. The College will clear all student email storage at the end of each school year. Students will be given a reminder of this at the time. As a backup, students may use devices such as USB memory devices to transfer educational tasks between the College and their home. It is not acceptable for students to bring any files that are not part of their studies and store these on the laptops. Students are also responsible for ensuring that all data is free of viruses. Personal notebook or laptop computers must be installed with current and up-to-date anti-virus software.

C.   Internet

Internet access is provided to students for educational purposes only. In addition, the College provides access to quality online information sources via the College extranet such as databases, encyclopaedias etc. Access to the Internet via the College's facilities may not be used to browse, download or distribute material, which is of an anti-social nature, pornographic, violent, illegal, racist, destructive, demeaning or denigrating of others or which encourages this. Students must respect laws and other people's rights, including copyright laws and antidiscrimination laws. All use of the Internet is tracked and recorded by an Internet filtering program which the Deputy Principal and authorised staff regularly monitor. Inappropriate use of the Internet will result in disciplinary action.

D.   Copyright

Students are expected to use the software the College has provided for them, and not to make or use illegal copies of software programs. Any information retrieved from the Internet or other network sources should be acknowledged or cited in the work and where necessary the author's permission obtained for usage.

E.   Network Printing, Photocopying and Scanning

The College provides network printers for student use at the College. Each student is given a generous print allocation each Term. The ability to print, photocopy or scan is automatically suspended when a student exceeds his print allocation. Students can purchase additional print allocations if required. All documents or other material printed on College network printers is recorded and can be reviewed by authorised staff.

DIGITAL COMMUNICATIONS

Code of Conduct

All communications that a student makes over the network should be in keeping with the College Rules and Expectations as set out in the *Student Diary*. When a student uses digital communications such as email, their behaviour should be in keeping with acceptable College behaviour. Undesirable behaviour includes denigration of others, **students and staff**, swearing and harassment.

Chat, Email, Social Networking, VOIP and Video Conferencing

Use of chat, email, social networking sites, VOIP and video conferencing is permitted when using College approved avenues of digital communication and at times approved by the College. The inappropriate use of these digital means of communication or use of unapproved avenues of digital communication is explicitly denied and no attempts should be made to bypass any of the Internet filters which control this activity. Students who have been given access to College approved digital communications can use these specifically to communicate with other students, teachers or experts in relation to learning. Any other use of these facilities may lead to the student losing access to College digital communications or further disciplinary action in detention, suspension, exclusion, liability for damages and/or potential legal action.

PERSONAL COMPUTERS AND DIGITAL DEVICES

A.   Appropriate Use of Devices

1.   It is a matter for each teacher or boarding supervisor to indicate to students which devices may or may not be used at specific times and places, and in which ways they may or may not be used. Students should not presume the right to use a particular device in any circumstance.

2.   Students are responsible for the security of their own devices. Staff will indicate to students the ways in which devices may be secured at the College, and it is up to each student to ensure this happens. The College takes no responsibility for damage or theft of students' devices who have not taken advantage of these means.

3.   Students should use devices for positive purposes: for learning, for legitimate communication, and for relaxation in acceptable ways. Devices must not be used to harass or victimise other **students or staff**, or to abuse a person's right to privacy (for example, taking, storing and then using a digital photo/video without a person's permission could be an invasion of privacy). There are no additional fees or charges that a student needs to pay to access electric power for a device or to gain access to the College network, as long as he is using the device in ways that are consistent with this policy.

4.   During class and study time, the internet may only be accessed through the College network. Students may not access the internet through another account or means.

B.   Mobile Phones

1.   Students are permitted to have mobile phones in their possession during the school day. Mobile phones and earphones are not to be seen or heard during lesson time or during movement between lessons and may only be used for the first five minutes of recess and lunch break to read and respond to any important messages. Phones must be switched off by 8.15am in the mornings.

2.   When brought on campus mobile phones are to be free from inappropriate or offensive content.

3.   If a phone rings or is seen by a teacher or supervisor and is being used inappropriately or without permission in class or study, the phone will be confiscated by the teacher and handed to the student's Head of Year or Head of Residence clearly marked with the student's name. Students will be required to explain to their parents what has occurred. The phone will be returned when the student's parents have contacted the College and discussed the College's policy with the relevant Head of Year or Head of Residence.

4.   Mobile phones are not to be used for their calculator function during class or exams. Specific-purpose calculators are used at these times, as directed by the teacher.

5.   The camera and/or video function on a mobile phone may not be used at school, without explicit permission of both a member of staff and the subject(s) of the picture being taken.

6.   Same rules apply for use of mobile phones during off-campus activities arranged by the College, including field trips, camps and retreats.

7.   Boarding students who have mobile phones at the College must register their phone number(s) with their Heads of Residence which are then recorded in REACH, and comply with any other practices that may be required in each Residence.

8. Confiscated mobile phones may be collect from the Head of Year at the end of the school day. The Head of Year will contact parents to advise of consequences.

C. Storage Devices and Drives

1. Although the College uses cloud based MSO365, students are advised to have a USB memory stick or similar device available for their use at the College.

2. When brought on campus these devices are to be free from files that contain inappropriate games and/or offensive content.

3 Students are required to clearly label their USB stick or similar device with their name.

D. Computers

1. A laptop usage agreement is in place at the College which supports students in their learning. Refer to Laptop User Agreement.

2. Only College approved software to be installed. College laptops are to be free from inappropriate games and/or offensive content.

3. Students may access the College network from their laptop through wireless connection which is available in all areas of the College.

E. Other Devices

1. Devices whose primary purpose is recreational may be used only at times of recreation, and in ways that are permitted by the boarding supervisor.

2. When calculators are required for class use or assignments, teachers will advise students when and how they should be used and the type of calculator to use.

PRIVACY AND MONITORING

Whilst access to the facilities is provided by way of a personal account, the College reserves the right to investigate student use of the facilities. The College will do this in such a manner as to respect a student's privacy.

The College reserves the right to monitor and inspect any device whether College property or personal property brought onto the College campus by a student. A staff member who has reasonable grounds to suspect a de vice is being used inappropriately or have inappropriate or offensive content has the right to confiscate the device. The staff member must inform the student's Head of Year and give the device into their care.

The Principal (or by delegation the Deputy Principal) reserves the right to inspect any confiscated device in the presence of the student. A student cannot restrict access to the device by not complying with the Principal's (or the delegated authority's) request. For example: refusing to inform the Principal of the required passwords.

The College reserves the right to suspend or terminate a student's access to the College network and to prohibit a student connecting to the College network with a personal device.

PERSONAL RESPONSIBILITY FOR SECURITY

System security is the individual and collective responsibility of all members of the College. All suspected security violations will be treated seriously as they may threaten the provision of the College service.

Any student who suspects a security problem on the College digital network including the Internet should immediately notify a member of staff and not demonstrate the problem to others. Any student who believes their files have been tampered with should immediately contact their teacher with the specific details.

Students must never pass on their network login details or password to any other person. Likewise, students must never allow another user to use their account. Unattended work stations must always be left in the *Logged off* mode when the operator leaves their workstation.

The owner of a network account is responsible for any actions that occur while the account is being used. Saint Augustine's College expects all students to adhere to this policy but cannot accept responsibility for individual behaviour. Any student found breaching these rules may have his network account disabled and could be subject to further disciplinary action; detention, suspension, exclusion, liability for damages and or potential legal action. Financial compensation for any damage caused to the College computers or systems by students will be the responsibility of the student's parent/guardian.

* Digital devices relates to any personal electronic or digital device that could be used for communications or data storage and retrieval. This includes but is not exclusive of mobile phones, USB memory sticks, laptop computers, tablets and iPads, DVD players, and calculators.

I have read this form and understand the conditions of the Digital Network Acceptable Use Policy.

Student Name .... Parent/Guardian Signature: ....

Student Signature: .... Date: ....