



Responsible Use of Information and Communication Technology Resources by Students

While using College equipment and/or network, student behaviour must reflect the Franciscan ethos of the College. The use of equipment and communication facilities is a privilege, not a right - any inappropriate usage may result in the suspension or cancellation of some or all of those privileges. The College or its representatives will be the sole arbiters of what defines inappropriate use and its decision is final. In serious cases, the behaviour may be regarded as criminal, and the appropriate authorities will be notified.

Monitoring

To allow Mount Alvernia College to carry out its duty of care to students and so that systems and networks are functioning properly, the College monitors the use of its ICT resources. The College has the right to inspect any files that are stored on or attached to the College network or College cloud controlled domain (eg Office 365 or Google Suite). Users should not expect that files stored on the School's computer systems will always be private.

Specifically, student use of the internet and paper is monitored to facilitate responsible usage. ICT resources include the use of computers, the Mount Alvernia College network (both cabled and wireless), the Internet, e-mail, digital still or video cameras, burners, printers, scanners, tablets and any other device used to acquire, transform, publish or produce digital information.

General Student Responsibilities

1. Access to and use of Mount Alvernia College ICT resources are provided only to current students for work that is related to their studies and has an educational purpose.
2. Students are responsible for their own data storage and back ups. Any student files left on Mount Alvernia College network servers at the end of each calendar year may be deleted. Students are encouraged to delete their unwanted files on a regular basis to free up disk space.
3. Students should not download software for use at school, unless asked to do so by their teacher.
4. The ICT resources of Mount Alvernia College must not be used for any for-profit activities unless done so under the direction of the teacher.
5. Students should use the computer network and the Internet in a manner that does not create congestion eg to distribute chain letters or SPAM.
6. Students should not access, play or download video, audio or game files unless they are directly related to their school work or authorised by their teacher.
7. Social networking sites are prohibited unless access is directed by the supervising teacher.
8. Students should use all computers and related equipment in a safe and appropriate manner as follows below.

Safe and Appropriate Use

Security of any computer system is a high priority. Security relates to both the physical part of the network and the data it contains. If a user feels that she can identify something wrong with the network, the user must immediately notify her teacher.

- Students should use only their own passwords to access the College's network.
- A student should not share or distribute her password or access codes as she will be held responsible for any acts done in her name. If a student suspects that someone else knows her password she should change it.
- Students must not attempt to circumvent the security measures in place at the College by using or attempting to execute software or scripts to gain unauthorised access to other computers or by using VPN or proxy web sites.
- So as not to compromise the security of the system students should not attach (wirelessly or otherwise) their personal equipment into the network without prior permission unless it is done so under the terms and conditions of the Bring Your Own Technology Policy.
- Students should not leave a workstation (PC, Laptop, Terminal, Tablet) logged-on and unattended in a public or private work area without locking the station (password locking). This applies whether on Campus, at home or any remote site.

- Students must not inappropriately modify or destroy Mount Alvernia College data.
- Any use of the Internet or College computer network should ensure that there is no possibility of transmission of viruses or programs that may harm data or computer hardware and software.

Legal issues

There are many laws, which are relevant when using the College's ICT resources. These include but are not limited to:

Copyright and intellectual property

Generally speaking, a person needs to get the owner's permission before copying or using material, however if the material is used for research or study it is generally called "fair dealing" and will not infringe copyright.

Any copied material must be identified and referenced. If a student is in any doubt about her right to copy material she should ask her teacher or the College's librarian.

Bullying or Other forms of Harassment Including Defamation

Bullying, harassment or defamation are very serious acts. Material, which promotes hatred or discrimination based on age, race, religion, gender or sexual preference, threatening letters or unsolicited advertising, and false or defamatory statements must not be posted or published on the Internet.

N.B. College equipment is not permitted to be used to engage in such activities. Evidence of the above offences may be obtained from College network and systems to be used as evidence in proceedings, which arise from alleged behaviour.

Privacy

Students should exercise discretion or seek advice before communicating personal information to online sources. A student must not impersonate another student's identity or perform any activity using an anonymous or misleading identity while using the College network.

Illegal Activity

There are many types of activities, which are against the law: these include tampering with computer hardware or software, unauthorised entry into computers, knowledgeable vandalism or destruction of computer files.

It is also illegal to download certain material: sites that contain pornography, violence, discrimination or hate would fall into this category.

- College resources must not be used to gain access to information on the use of illegal drugs, dangerous materials or other illegal activity;
- Students should not access inappropriate internet sites or supply inappropriate site addresses to others. A separate list of what may be considered an inappropriate web site is contained below.

A violation of this law will be reported to the appropriate authorities.

Examples of Inappropriate Internet Sites (list intended as a guide only)

Inappropriate sites include sites that:

- contain inappropriate sexual material;
- promote hate or violence;
- contain discriminatory material of any description;
- offer instructions, software or scripts involved with system and security hacking, virus construction, application modification, user or network disruption;
- offer advice or instruction on weapons manufacture;
- offer 'pirated' access to material which is subject to copyright;
- broadcast real-time radio or TV programmes (other than for curriculum usage).

Parental Agreement

Parents should only finalise the agreement once they have completed the following:

- Checked that their daughter's device meets the minimum hardware specifications
- Checked that all required software has been installed on their daughter's device (a checklist is provided on Moodle)
- Read this document in its entirety
- Understood that accident protection and insurance is the responsibility of the student\parents and not the College

Students should not attempt to access the College's network until this process has been completed.

Please bring the completed and signed form to your Laptop setup appointment.

Onsite Laptop Support

We will be providing a number of services for **ALL** laptops such as:

- Establishing what the problem is (hardware/software)
- A written report to take to a repairer
- Assist in warranty claims
- For those laptops purchased from Datacom :
 - Warranty claims
 - Help with Accidental damage claims (if applicable)
 - Quote on repairs to be done on site (if not covered by warranty or insurance).
- For those laptops not purchased from Datacom :
 - Help with warranty claims
 - Help with Accidental damage claims (if applicable)
 - Quote on repairs to be done on site (this may not be possible).

Please note that the College will have a temporary loan stock of laptops to cover students for a short term while their device is being repaired. Details about the terms and conditions of the loan laptop will be supplied by the College as the need arises.