



Internet and Network Services Agreement

At St Paul's Catholic College Manly, internet and network services are used to enhance teaching and learning through the use of digital information and communication technologies for communicating, publishing, research and for learning skills.

Rules for Acceptable Use of Internet and Network Services at St Paul's Catholic College Catholic College:

Personal Safety

Students must not;

- post or publish personal contact information about themselves or their families without permission from their parent/guardian. Personal contact information includes address, telephone, school address, parents' work addresses, email addresses, etc.
- publish a picture/or video or e-mail a picture/or video of themselves or others without first checking with the teacher.
- meet with someone they have met on-line without their parent's/guardian's approval and participation.

Unlawful Use

The use of the school's internet and network services must at all times comply with State and Commonwealth laws. It is a criminal offence to intimidate or harass another person on-line or produce, disseminate or possess images of a person that may be classified as pornography.

Privacy Issues

Students must not;

- post or publish private information about another person.
- re-post a message that was sent to them privately without the permission of the person who sent them the message.
- send items of a sensitive or confidential nature by e-mail without prior clarification with the addressee.

Copyright and Plagiarism

Students must not;

- make any reproduction or copy material protected by copyright without the approval of the copyright owner.
- students are to cite and reference the sources of words, images, music, ideas or information used.
- computer software must only be used in accordance with licence arrangements.

Access

Students must not;

- attempt to gain unauthorised access to any information resources, systems or networks.
- log-in through another person's account nor interfere with another user's files or folders.

Inappropriate Use

Students must not;

- use the school's internet and network services to download, display, print, create, save or transmit materials that;
- use obscene, threatening, or disrespectful language,
- are pornographic, advocate illegal or violent acts, or advocate discrimination towards other people,
- cause offence to others or constitute bullying behaviours

If students accidentally access inappropriate material they must;

- not show others
- turn off the screen or minimise the window and
- report the incident to a teacher immediately

Students must not use the school's internet and network services for personal financial gain, gambling or advertising.

Network Security and Operation

Students must not;

- deliberately engage in any activity that may disrupt the Service's performance or destroy data,
- intentionally spread computer viruses,
- post chain letters or engage in "spamming",
- download or upload any application without the permission of the teacher
- move fixed equipment or cables

Students must report any breakages or malfunction to the teacher.

Monitoring

Student use of ICT and internet and network services may be monitored.

STUDENT AGREEMENT

I have read and understand the school's Rules for Acceptable Use of Internet and Network Services. I will use the school's computers and internet and network services in a responsible way and obey these rules.

The school's email system is provided through Google Apps. Consequently student emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. In signing this agreement you consent to this transfer, processing and storage of that information.

School personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In signing this agreement you consent to such access, use and disclosure.

I understand that if I break the above rules, I will be subject to appropriate disciplinary action by the College. This may include the loss of internet and Network access for some time, as determined by the principal. I may also be the subject of a notification to the appropriate authorities if I am involved in publishing or sending unlawful material.

Student name:		Year:	
Student signature:		Date: / /
Parent name:			
Parent signature:		Date: / /

(Please return this form to the College Office)