



# **Acceptable Use Policy for Internet/intranet & Network Services for Catholic Schools Broken Bay**

February 2021

## PURPOSE

The purpose of this policy is to provide guidance for each school and office conducted by the Catholic Schools Broken Bay (CSBB) on behalf of the Trustees of the Diocese of Broken Bay (the Diocese) on the appropriate use and management of internet and network services in accordance with legal and system requirements and expectations.

## POLICY FRAMEWORK

*By means of the internet, the Christian message can reach "to the ends of the earth" (Acts 1:8). ... Keeping the doors of our churches open also means keeping them open in the digital environment so that people, whatever their situation in life, can enter, and so that the Gospel can go out to reach everyone...*

*Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ.*

(Message of Pope Francis for the 48th World Communications Day)

Catholic Schools Broken Bay (CSBB) 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 evangelisation, contemporary learning, teaching and administration.

The information, communication and learning technologies used in classrooms should be appropriate to the stage of development of the students. These technologies are used to support the provision of staff professional learning and the development of professional learning networks. These services also enable parents to participate more effectively in their children's Catholic education and formation, working in partnership with their teachers.

In using and managing internet and network services, students and staff are expected to respect the rights and privacy of all persons. They are called upon to respect the inalienable dignity of every human person, who like them, is created in the image of God and called to share in God's life and love.

Schools should educate students on how information, communication and learning technologies can be used by good citizens in serving the common good and building a society inspired by Jesus' vision of the Kingdom of God.

## POLICY CONTENT

### Definitions

In this policy:

- "CSBB" means Catholic Schools Broken Bay, collectively the schools and Catholic Schools Broken Bay.
- "email" means the system that enables users to send data over the internet using computers and mobile devices.

- “email forwarding” means the email will be sent to another email address by the original recipient.
- “email redirection” means the email will be sent to another designated email address. This will redirect the emails as if they came directly from the original sender’s email address.
- “Mobile devices” refers to (but is not limited to) mobile phones, tablets and other 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 CSBB.
- “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, image sharing, video conference and blogs in a virtual community.
- “parents” includes parents, carers and guardians.
- “staff” means salaried, voluntary, or contracted persons.
- “student” or “students” means students enrolled in CSBB.

## SCOPE

This policy applies to Catholic Schools Broken Bay (CSBB).

This policy covers all computers, internet and network services, information and communication technologies and systems provided, operated or managed by CSBB.

## INTERNET AND NETWORK ACCESS

Access to internet and network services are provided by CSBB to students and staff for educational and administrative purposes. However from time to time other policies or requirements in particular schools, may result in access restrictions. Internet and network service access may differ between offices and schools, between schools, and between classes within schools.

Access rights assigned to students and staff in a school will be determined by the 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. Students and staff are prohibited from using internet and network services provided for the purpose of copyright infringement.

If an individual is found to be repeatedly engaging in activities contrary to this requirement, their internet and network access privileges may be suspended.

## RESPONSIBILITY

All students and staff are required to use the internet and network services provided at the schools and CSBB in accordance with this Policy. Any use of CSBB'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 CSBB/school equipment or communication lines are used, whether accessed from home or other non-school locations and including where a private account is used.

Principals are required to ensure compliance with this policy in schools.

In CSBB, staff delegated by the Director of Schools are required to ensure compliance with this Policy.

## CONSEQUENCES OF NON-COMPLIANCE

Disciplinary action may be undertaken by the school or the CSBB 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 CSBB policies and guidelines.

These measures may be outlined in relevant staff handbooks, or the Acceptable Use Agreement for students used by schools.

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 CSBB Policy for managing complaints against employees in the area of child protection (Child Protection: Addressing Allegations of Inappropriate Behaviour by Staff Policy) 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

Each school will provide instruction to students in on-line personal safety issues including inappropriate sites, stranger danger, cyber-bullying and financial exploitation. Each school will prepare staff to handle these issues.

## FILTERING

Internet filtering is required in all schools. This filtering is to be consistent with the Pastoral Care Policy for CSBB. 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

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.

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)."

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 CSBB 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 staff, authorised contractors and system administrators in schools. Non-authorized staff and students are not to have access to these levels of system management.

## EMAIL

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

As the email service provided is for administrative and educational purposes, staff and students where appropriate, must identify themselves properly by using a signature block at the bottom of email messages stating their name, school phone number and postal address.

Forwarding or redirecting emails must be carried out according to the CSBB Staff Code of Conduct. Where there is sufficient evidence as determined by the Director of Schools for there to be a redirection of emails, the Director of Schools will approve same. The Director of Schools, or their delegate, will notify the sender, the intended recipient and the alternate recipient of such arrangements. The term of the redirection and the reasons for it, will be indicated in such notification.

## **WEBSITES**

Websites may be created for or by, CSBB, schools, staff or students with the approval of the Director of Schools or the school principal. Websites must be established and maintained in accordance with CSBB policies and guidelines and relevant legislation.

## **SOCIAL NETWORKING**

Provision of social networking services to students within CSBB 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 CSBB facilities if the service fulfils an educational or administrative function.

## **STUDENTS – ACCEPTABLE USE**

Each school is required to provide students and parents/guardians with:

- a copy of the school's Acceptable Use Agreement (AUA) (see Attachments 1.1 K-2, 1.2 Primary and 1.3 Secondary for sample templates),
- a copy of this Policy, and
- a copy of the Information Sheet for Students, Parents/Guardians and Staff (see Attachment 2).

The AUA must be provided in full with both Student Agreement/Parent Agreement Forms, for consideration by all signatories. The Student Agreement/Parent Agreement Forms must be signed by the student, parent/carer/guardian and school before the student is given access to and use of a school's internet and network services.

## **STAFF – ACCEPTABLE USE**

CSBB requires staff to use the internet and network services in accordance with this and other system and school-based policies. Attachment 3 to this Policy expands on particular expectations for CSBB staff.

Each school is required to provide staff with:

- a copy of this Policy
- a copy of the school's Acceptable Use Agreement (AUA) (see Attachments 1.1 K-2 , 1.2 Primary and 1.3 Secondary)
- a copy of the Information Sheet for Students, Parents/Guardians and Staff (see Attachment 2)
- a copy of Use of the Internet and Network Services by CSBB Staff (see Attachment 3)

## LIMITATION OF LIABILITY

CSBB makes no warranties of any kind, either express or implied, that the network services provided will be error-free or without defect. CSBB 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 CSBB is not responsible for the accuracy or quality of the information obtained through or stored on the network services. CSBB will not be responsible for financial obligations arising through unauthorised use of the services.

## RELATED REFERENCES

### Legislation

- [\*Human Rights and Equal Opportunities Commission Act 1986 \(Com.\)\*](#)
- [\*Classification \(Publication, Films and Computer Games\) Act 1995\(Com.\)\*](#)
- [\*Copyright Act 1968 \(Com.\)\*](#)
- [\*Copyright Amendment \[Digital Agenda\] Act 2000 \(Com.\)\*](#)
- [\*Privacy Amendment \(Private Sector\) Act 2000 \(Com.\)\*](#)
- [\*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 \(Com.\)\*](#)
- [\*Spam Act 2003 \(Com.\)\*](#)

### Policies and procedures

- [\*CSBB Child Protection Policy: Addressing Allegations of Inappropriate Behaviour by Staff\*](#)
- [\*CSBB Complaints Handling Policy\*](#)
- [\*CSBB Preventing Discrimination, Harassment and Bullying Policy\*](#)
- [\*CSBB Pastoral Care & Student Wellbeing Policy\*](#)
- [\*CSBB Privacy Policy\*](#)
- [\*CSBB Social Media Policy\*](#)
- [\*CSBB Code of Conduct\*](#)

## POLICY DATES

Policy date of completion and adoption	2003
Date of current version	2021
Date of next review	2024

Authorised by  
Danny Casey  
Director of Schools

**Template:**

Acceptable Use Agreement for Students – K-12

**\*\*\*\*\* CATHOLIC SCHOOL INTERNET AND NETWORK SERVICES USER AGREEMENT**

**KINDERGARTEN TO YEAR 2 STUDENT AGREEMENT**

Using technology is a big responsibility and I am going to agree to be a good technology user. I want to be a good technology user.

- I will have clean hands when I use technology.
- I will use gentle hands when I use technology.
- I will ask for help when I don't know what to do.
- I will share the technology with classmates.
- I know that teachers might look at what I do with technology.
- I will not tell anyone my password.

When I use the internet

- I will tell my parents about the things I do on the internet.
- I will stay on the web pages my teacher shows me.
- I won't tell people on the internet who I am or where I live.
- I will tell my teacher and my parents if I see something on the internet that makes me feel uncomfortable.

I know that I can only use technology if I am responsible.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

**Template:**

Acceptable Use Agreement for Students - Primary

**\*\*\*\*\* CATHOLIC SCHOOL INTERNET AND NETWORK SERVICES USER AGREEMENT**

At \*\*\*\* Catholic School, internet and network services are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, research and for learning skills.

**YEARS 3-6 STUDENT AGREEMENT**

As an ICT user at \*\*\*\* Catholic School I will follow these rules:

1. I will use technology only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the school's ICT equipment.
3. I will only use the software or Apps approved by the teacher.
4. I will look after the environment by not wasting resources; for example by:
  - not printing more copies than I need
  - not downloading large files unnecessarily
5. I will keep my password/s to myself, and not use the passwords of others.
6. I will store my own work in my folder/file or on my own storage media.
7. I will not use the school's internet or network services to download, display, print, create, save or transmit materials that:
  - use obscene, threatening, or disrespectful language
  - are rude or abusive
  - cause offence to others or engage in bullying behaviour
  - are illegal or dangerous
8. If I accidentally come across something I am unhappy with, I will immediately click on the home or back button and inform the teacher.
9. I will only send messages via email or other means that are polite and sensible.
10. I will not intentionally spread viruses by email or post unnecessary email.
11. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
12. I will not publish a picture or email a picture of myself without first checking with the teacher.

13. If I receive any messages that I do not like I will immediately tell a teacher.
14. I will only publish web pages with the teacher's permission.
15. I know that the school may check my computer files and may monitor the internet sites I visit.
16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's ICT.
18. I will not copy other people's work and call it my own, including pictures and information I find on the internet and network.

If I break any of these rules, then I may be unable to use ICT at school and I will need to re- negotiate how and when I use ICT with the principal.

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PARENT/GUARDIAN AGREEMENT**

I understand that \*\*\*\*\* Catholic School provides students with access to ICT, internet and network services that may include computers, the internet, intranet, software, email, social media, chat, search engines, and collaboration tools to enhance teaching and learning.

The school may use various cloud based services to provide services such as email, collaboration, web applications and data storage. Consequently, student account details and data may be transferred, stored and processed in the United States or any other country utilised by these providers. In signing this agreement I consent to this transfer, processing and storage of information.

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

I agree to (student's name) .....

using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for Students above.

I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material and unwanted contact. I understand that the school will not be responsible for any financial obligations my child incurs through use of network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

**Template:**

Acceptable Use Agreement for Students - Secondary

**\*\*\*\*\* CATHOLIC SCHOOL INTERNET AND NETWORK SERVICES USER AGREEMENT**

At \*\*\*\* Catholic College, 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 \*\*\*\* 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 email a picture/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 or forward items of a sensitive or confidential nature by email without prior clarification with the addressee.

***Copyright and Plagiarism***

- Students are prohibited from using internet and network services provided for the purpose of copyright infringement.
- 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.
- Students must not 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, other connected devices and internet and network services in a responsible way and obey these rules.

The school may use various cloud based services to provide services such as email, collaboration, web applications and data storage. Consequently, student account details and data may be transferred, stored and processed in the United States or any other country utilised by these providers. In signing this agreement I consent to this transfer, processing and storage of information.

School personnel responsible for the cloud systems may have the ability to access, monitor, use or disclose data and associated administrative data for the purposes of administering the system and ensuring its proper use. In signing this agreement I 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's Name: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT/GUARDIAN AGREEMENT

I understand that \*\*\*\*\* Catholic School provides students with access to ICT, internet and network services that may include computers, the internet, intranet, software, email, social media, chat, search engines, and collaboration tools to enhance teaching and learning.

The school may use various cloud based services to provide services such as email, collaboration, web applications and data storage. Consequently, student account details and data may be transferred, stored and processed in the United States or any other country utilised by these providers. In signing this agreement I consent to this transfer, processing and storage of information.

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

I agree to (student's name).....  
using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for students above.

I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material and unwanted contact. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the principal.

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Year Co-ordinator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INFORMATION SHEET FOR STUDENTS, PARENTS/GUARDIANS AND STAFF

CSBB provides access to the internet and network services for students in the belief that digital information and communication environments are important mediums supporting learning, teaching and administration.

In using and managing internet and network services students are expected to conduct their activities in a manner that respects the Catholic Church, its mission and its values, and respects the dignity, rights and privacy of other persons.

The <select:School/College> considers the following uses of the internet and network services by students to be unacceptable:

#### ***System Requirements***

- any uses that breach existing CSBB policies
- any use that contravenes the ethos and values of the Catholic school system
- any attempts to injure the reputation of or cause embarrassment to schools or CSBB
- any use of CSBB ICT systems for business or personal financial benefit
- any use of CSBB ICT systems for political purposes.

#### ***Personal Safety***

- posting of personal contact information about themselves or other people (personal contact information includes address, telephone, school address, work address, email addresses, etc)
- meeting with someone they have met on-line without their parent's/guardian's approval and participation
- not disclosing to their teacher, any messages they receive that are inappropriate or that make them feel uncomfortable.

#### ***Unlawful Use***

- engaging in any illegal act, engaging in any criminal activity, threatening the safety of people, etc.

#### ***Privacy Issues***

- posting private information about another person
- re-posting a message that was sent to them privately without the permission of the person who sent them the message
- sending items of a sensitive or confidential nature by email without prior clarification with the addressee.

#### ***Copyright and Plagiarism***

- not respecting the rights of copyright owners: copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner

- plagiarising works found on the internet: plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

### ***Access***

- attempting to gain unauthorised access to the service or to any other computer system through the service, or go beyond their authorised access. This includes attempting to log in through another person's account or access another person's files.

### ***Inappropriate Use***

- using 'Inappropriate Language' in public messages, private messages, and material posted on Web pages
- using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
- engaging in personal attacks, including bullying, prejudicial or discriminatory attacks
- harassing another person. Harassment is any behaviour that is not asked for and not wanted and that offends, upsets, humiliates or intimidates another person. If a user is told by a person to stop sending them messages, they must stop
- knowingly or recklessly posting false or defamatory information about a person or organisation
- using the service to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people
- attempting to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games
- failing to immediately disclose inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the School Acceptable Use Policy.

### ***Network Security***

- making deliberate attempts to disrupt the service performance or destroying data by spreading computer viruses or by any other means
- intentionally spreading computer viruses
- providing their password to another person for accessing services
- interfering with the operation of anti-virus software or other computer system security features
- altering system files, system configurations, folders and other technical data
- not notifying the school network administrator if they have identified a possible security problem or malfunction. However students will not go looking for security problems, because this may be construed as an unauthorised attempt to gain access.

### ***Resource Limits***

- using the services for other than educational or career development activities
- downloading or sending large files unnecessarily

- using ICT systems in such a way as to impede the efficiency of other users
- posting chain letters or engaging in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people
- not checking email frequently nor deleting unwanted messages promptly
- subscribing to on-line services or group mail lists that are not relevant to their education or professional/career development.

### ***Monitoring***

Students and parents are advised that use of the school's computers and internet and network services may be monitored to:

- protect against unauthorised access
- ensure that systems and networks are functional
- ensure that use complies with this policy and the requirements of the CSBB.

**USE OF THE INTERNET AND NETWORK SERVICES BY CSBB STAFF**

The following statements are provided to give staff guidance on acceptable and unacceptable uses of CSBB internet and network services by employees, contractors and volunteers. These statements supplement information provided in Information Sheet for Students, Parents/Guardians and Staff.

***Primary Use***

- CSBB internet and network services are educational and administrative tools to be used primarily for those purposes. They must be used lawfully, professionally and appropriately.

***Personal Use***

- CSBB recognises that staff have family and personal needs that may occasionally require use of the CSBB ICT systems. Such personal use shall be reasonable, brief and not interfere with the performance of work.
- Personal use of ICT systems is subject to all the requirements of school and system policies.

***Duty of care***

- Schools and systems have a duty of care in preventing harm to students. This duty of care includes protection from obscene and other offensive material and situations where unwanted contact can be experienced.
- Staff must therefore exercise this duty of care in supervising students.

***Unlawful Use***

- All information stored in and transmitted on CSBB computer systems is subject to the provisions of legislation, including anti-discrimination, child protection, defamation and sexual harassment.
- Electronically stored and transmitted documents (which includes email) are "discoverable documents" and can be subject to subpoena.
- Staff may not access, store or transmit unlawful material using CSBB internet and network services.

***Privacy Issues***

- CSBB internet and network services must be used in accordance with the *Privacy Act (Comm.)*.
- Staff must take reasonable steps to protect information held from misuse and unauthorised access. Therefore, all staff must take responsibility for the security of the ICT provided for their use, not allowing them to be used by unauthorised persons.
- All staff are to deal with private or sensitive personal information according to the Privacy Policy for CSBB.

## ***Copyright, Plagiarism & IP***

All uses of the CSBB internet and network services must comply with the *Copyright Act 1968 (Comm.)*. Staff are prohibited from using internet and network services provided for the purpose of copyright infringement.

- CSBB is the owner of copyright in all material created by its staff in performing their duties.
- Usage and content of the CSBB computer systems is subject to the same restrictions as all other intellectual property.
- All data stored on the CSBB ICT systems is the property of CSBB.

## ***Inappropriate Use***

Internet and Network services are provided to staff primarily for their use in the course of employment. Reasonable limited use is available during a staff member's own time providing they are mindful that the resource is primarily provided to support teaching and associated activities.

Staff are discouraged from participating in social networking sites except where the service fulfils an education or administrative function.

Staff may not use CSBB computers or network services to:

- Engage in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Knowingly or recklessly post false or defamatory information about a person or organisation.
- Access sites and games that are inappropriate in both workplace and school settings. These include violence, hate and horror sites and games.

On CSBB ICT or internet and network services staff must not:

- Use 'Inappropriate Language' in public messages, private messages, and material posted on Web pages.
- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Use the service to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Attempt to access sites and games that are inappropriate in school settings. These include violence, hate and horror sites and games.
- Fail to immediately disclose inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the School Acceptable Use Policy.

**Resource Limits**

- Staff are required to check their email frequently and to delete unwanted messages promptly.

**Monitoring**

- CSBB recognises and respects the privacy of staff but reserves the right to monitor and audit content and usage of its computer systems, in order to efficiently and effectively implement its vision, strategies and plans. Staff need to be aware that monitoring and auditing will disclose details of sites visited.
- Disclosing inadvertent access of inappropriate sites to the system administrator or designated supervisor will protect staff against an allegation that they have intentionally violated the Acceptable Use Policy.