Electronic Media Policy

Rationale

Staff and students have access to a range of electronic media, which includes email, internet, intranet, facsimile, phone and photocopying.

The provision of ICT systems by the school is to improve and enhance learning and teaching, and conduct the business and functions of the school. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in an appropriate manner.

Computers and the computer systems, including the e-mail, internet, intranet, facsimile, phone and photocopying are the school's property even where access is gained from a personal or home computer.

The school allows access to and the use of e-mail, internet, intranet, facsimile, phone and photocopying for legitimate work and education related purposes by the school community.

This policy describes the requirements and guidelines which apply to all people who use electronic media at school. It should be read in conjunction with the School's Policy for a Discrimination Free Workplace.

Purpose

The purpose of this policy is to ensure that the use of electronic media is legal, ethical and consistent with the aims and values of the school, and to provide all users with clear advice with regard to their rights and responsibilities as a user of these facilities

Definition

This Policy governs the use of the school's ICT systems and includes but is not limited to:
- Publishing and browsing on the internet (including intranet and extranet)
- Downloading or accessing files from the internet or other electronic sources
- Email
- Electronic bulletins/notice boards
- Electronic discussion/news groups
- Weblogs ('blogs')
- Wikis
- File transfer
- File storage
- File sharing
- Video conferencing
- Streaming media
- Instant messaging
- Online discussion groups and 'chat' facilities
- Subscriptions to list servers, mailing lists or other like services
- Copying, saving or distributing files
- Viewing material electronically, and
- Printing material.

Implementation

Access to the School's Electronic Media
Access to the schools' electronic media resources are a privilege not a right.
- No one is permitted to access electronic media systems without reading and understanding this policy.
- Teachers will make students aware of the policy.
- Teachers and students will write their own "rights and responsibilities" in relation to the school policy.
- If the school considers that a user has in any way failed to comply with this policy, it may immediately remove access to any part of the school's electronic media; audit and view all material viewed, sent to and sent from electronic media; take disciplinary measures as appropriate.

Non-Compliance
Depending on the nature of the inappropriate use of DEECD ICT systems, non-compliance with this Policy may constitute:
1. A breach of employment obligations
2. Serious misconduct
3. Sexual harassment
4. Unlawful discrimination
5. A criminal offence
6. A threat to the security of the school's ICT systems
7. An infringement of the privacy of staff and other persons, or
8. Exposure to legal liability.

Non-compliance with this Policy will be regarded as a serious matter and appropriate action, including termination of employment, may be taken. Such steps will be taken in accordance with the 'Procedures for the Management of Allegations of Misconduct Against Lay Employees in Catholic Schools and Catholic Education Offices" (CEVN-ISS/Sale Diocese/Documents)

Where there is a reasonable belief that illegal activity may have occurred the school will report the suspected illegal activity to the police.

Use of e-mail.
E-mail will be used for work/education related communications and must not be used inappropriately.
- computer users must ensure that all external correspondence by e-mail contains an appropriate disclaimer.
- People using the school's email system must not use it an inappropriate manner.
- If a computer user receives an inappropriate message or attachment to an email he or she must delete the e-mail.

Use of the Internet/Intranet System.
The school's internet/intranet access facilities will be used for authorised work related purposes.

The school's internet access facilities must only be used for authorised work related purposes. The school's internet facilities must not be used to:
- Access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist, political or religious content or which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes;
- Attempt to probe security mechanisms at the school or any other internet sites;
- Post any information on internet news groups, bulletin boards or similar forums on behalf of the school unless specifically authorised to do so; or
- Lift information from articles on the internet - unless the computer user has adhered to the same protocols for recognising source information that apply to the use of hard copy documents as reference or research material.

While using the school's internet facilities, computer/iPads/chrome books users **must**:

- Check that any files downloaded are virus free before they get into the school network.
- Only transfer internet files into the school's network system once these internet files are proven to be free of viruses.

While using the school's internet facilities, computers/IPads/chrome books/iPods/phones users **must not**:

- Misrepresent or attempt to misrepresent their identity; or
- Subscribe to internet or mail lists without specific authorisation from the school; or
- Download files directly from the internet into the school's network system without complying with the procedure set out above.

Appropriate Communications

The following use of email and the internet could include (and is not limited to) the following:

- Curriculum-related and educational information and resources
- Student welfare and pastoral issues (except confidential information)
- Draft documents for discussion
- Request for information
- Copies of documents previously published/distributed
- Committee meeting arrangements
- Non-business use as approved by the school authority
- Reasonable use by the designated union representative

Inappropriate Communications

It would be deemed to be an inappropriate use of email or the internet if these communication channels were used for purposes that:

- are contrary to law or likely to contravene the law. This includes the laws of copyright, defamation, harassment, discrimination, (sex, race, disability) and confidentiality, as well as all other laws, such as contempt of court, creation of contractual obligations, criminal laws and workplace relations law;
- have the potential to place the school in an embarrassing or compromising position. Such activities might include engaging in commercial activities, product advertisement, political lobbying and the creation of false or misleading information;
- download, store, create, send or print files or messages that are deemed to be profane, obscene, or that use language that offends or tends to degrade others;
- engage in activities that might cause congestion of the network. For example, bulk emails should be sent sparingly as they can impact upon network performance;
- disclose personal and/or confidential information.

Use of other electronic media

The school's facsimile, photocopying, phone, voice mail access facilities will be used for authorised work related purposes.

Electronic media facilities must not be used to copy, print, broadcast or forward any material that may be considered inappropriate.

Personal Use of School's Electronic Media.

Limited and occasional personal use of the school's electronic media system is at the discretion of the principal within the following parameters.

- Use of the school's electronic media must not interfere with the user's work obligations.
- Any use of the school's electronic media must comply with the terms of this policy.
- All users should be aware that content of both work related and personal electronic media communications may be monitored by the school/Catholic Education Office to ensure

compliance with this and other policies and to support operational maintenance, auditing and security activities.

Monitoring Electronic Media Use.
All use of electronic media will be monitored.
- All e-mail and attachments to e-mail stored on the school's computer system are the school's property and may be viewed by the school.
- All e-mail, internet and facsimile transactions and communications may be monitored or intercepted by other parties.

Responsibilities
All electronic media users are personally responsible for complying with this policy.
- All users must be aware of and understand and comply with this policy. (Appendix)
- All users must be aware of Copyright laws
- Electronic media must not be used for the purposes of harassment.

References

DEECD, "Acceptable Use Policy for DEECD ICT Systems"

Evaluation

This policy will be reviewed as part of the school's four year review cycle or as required.

Ratification

This policy was last ratified by Saint Mary's Catholic Primary School Sale in November 2017

Appendix - Internet Acceptable Use
Primary Students

When I use the Internet, I have responsibilities and rules to follow. I agree to:
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go looking for rude or offensive sites
- use the Internet at school to help me to learn
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to <u>help me</u> answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the Internet
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

Student Name:...............................……………………………………………..

Student Signature:……………………………………………………………….

Parent Permission

I agree to allow my child to use the internet at school. I have read the school's Electronic Media Policy and discussed the responsible use of the Internet with him/her.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature :   ………………………………

Date: …………………………………………………..