

CHRISTIAN BROTHERS' HIGH SCHOOL LEWISHAM
STUDENT ACCEPTABLE USE OF INFORMATION AND
COMMUNICATION TECHNOLOGY POLICY



The purpose of the school computer network is to facilitate *educational use* of the Internet, software applications and the school Intranet through the provision of: units of work, access to resources, collaborative learning and expert guidance in study topics.

This policy refers to all electronic devices. A “device” means any device including computers, laptops, MP3 players, USB drives, mobile phones and the like regardless of whom they belong, that are part of the school’s property, brought onto school property or to school activities, or that are connected to the school's network or facilities.

Students must use all electronic devices carefully and follow all teacher instructions about how and when to use them and how to take care of them.

It is the responsibility of all students to maintain the security of access codes and passwords. Your username and password are your responsibility. “Someone else used my password” is not an acceptable excuse for misuse of the network traced back to you.

Any attempted to compromise the security of the school network or actual corruption of school network files will result in a review of your access privileges at the school. Harassment of other members of the school community or vandalism of equipment or files will result in suspension of network privileges.

All material published on the CBHS Lewisham Intranet are copyrighted. Normal copyright laws apply to any sites accessed through intranet links or as a result of research for school units of work.

All users are expected to abide by the generally accepted rules of network etiquette. Users will not communicate in a manner inappropriate to a public forum nor knowingly seek out offensive material.

The School has an expectation that students are Responsible users who will:

- Be polite.
- Respect the Catholic values of our School.
- Knowingly view and use only what the School community considers appropriate and acceptable material. Will never include any sexually explicit or sexually suggestive material or correspondence.
- Accept the limits the School places on the type of internet sites and security structures which may be used.
- Only use the computer network for curriculum purposes, unless special permission has been granted.
- Follow all legal and copyright regulations relating to software and intellectual property right.
- Not download data, other than in the ordinary course of learning.
- Not download or install software (licensed, shareware, freeware, evaluation or otherwise) other than as directed by the school.
- Not engage in threatening, cyber bullying, make unreasonable demands, or use harassing materials or any other behaviour which is abusive or otherwise offensive.
- Not be rude, vulgar or insulting.
- Note that electronic communications are not guaranteed to be private but will respect the privacy of other users’ communications.
- Not use the network in a way that will disrupt its use by others.
- Not use email for frivolous or mischievous purposes.
- Not trespass or interfere with or change computer files or documents belonging to other users.
- Acknowledge the use of material from the Internet in line with accepted referencing practices.
- Not attempt to bypass the firewall or internet protocols set by the school.
- Not take unsolicited photos or video of others within the school community without their consent.
- Not use the school name or crest without the permission of the principal.
- Not appear in school uniform or use the School Crest on any social network site.
- Not post (or engage in) any false or defamatory information about the school or any member of the school community.

Mobile Phones

Students are permitted to have mobile phone devices at school. The term 'mobile phone' in this instance refers to any device capable of communication by voice or text messaging and audio or video playback.

- Student mobile phones must be **turned-off** during regular school hours, including before school from 8.15, recess and lunch.
- Mobile phones **should not be seen** during regular school hours, including before school from 8.15, recess and lunch. However, use to and from sport is permissible with permission by a staff member.
- For the purpose of learning, teachers may allow students to utilise mobile phones in class. Adherence to any guidelines or timeframes provided by a classroom teacher in class is not negotiable. Teachers reserve the right to confiscate a mobile phone until the end of a lesson if the conditions laid out by the teacher are not met.
- Student mobile phones should not be left in school bags. The school does not accept responsibility for expensive equipment that students bring to school and leave in unattended school bags. Mobile phones should be kept on the person throughout the day.
- If a student is found to have a mobile phone on, or in use during regular school hours, without the explicit instruction by a teacher (including the writing or receiving of SMS messages), he will have it confiscated. The mobile phone will be stored in a secure place in the front office and is to be retrieved at the end of the school day.
- Mobile phones are not permitted to be with a student during any formal exam. Having a mobile phone during a formal examination is a serious misdemeanour at both school and BOSTES levels. Prior to school exams, students should hand their mobile phones to the exam supervisor. For NAPLAN and Higher School Certificate examinations, students must not have mobile phones on their person before entering the Examination Hall.
- Headphones that accompany Electronic devices, when used should be used discretely. Overly large or ostentatious headphones are not permitted.
- Common courtesies must always apply. When a member of the public speaks to a student, the student should remove the headphones to listen and speak. Music should not be turned up so loud that it disturbs others.
- The school does not take any responsibility for lost or damaged devices.

Encountering of inappropriate or offensive material

- Users may inadvertently encounter material which users, parents or teachers consider inappropriate or offensive. In such a case they should immediately use the back button to back out of the site or the home button to return to their home page and notify their supervising teacher or parent.
- Students are reminded that their computer and the proxy server they are using keep records of sites accessed.
- Deliberate accessing of inappropriate or offensive material is not acceptable behaviour and will result in a review of network privileges, parental contact and possible further disciplinary action.

Can my device or files be taken and/or accessed?

The School has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed by privately owned devices whilst on the school premises. Devices and or files may be taken and accessed if it is believed that:

- there has been or may be a breach of the school rules or a school policy; or
- there may be a threat of harm to any member of the school community or system security.

If unacceptable files and/or content is found those files/content may be deleted, and disciplinary action may be taken. If the circumstances warrant, the school may also pass the material to the police.

Agreement

Participation in the CBHS network environment is subject to agreement of compliance with these guidelines for participation and Internet usage. Violation of these rules and conditions may result in a review of privileges.

CBHS Lewisham will afford a high level of privacy protection to individual electronic communications as it does to comparable methods of communications including paper mail, facsimile and telephone. Exceptions to this would be cooperation with State and Federal authorities investigating violations of law, and the investigation of legitimate complaints.