Student Electronic Communications Code of Conduct and User Agreement

Dear Parents and Students,

Emmanuel Anglican College would like to offer your child access to electronic communications including the Internet. Students are able to communicate with other individuals, schools and organisations within Australia and around the world through the use of the Internet, E-Mail and other online services. We believe that such access is a vital component of preparing our students to live in the 21st century.

This Code of Conduct outlines the College's expectation of student behaviour when accessing electronic communications and the College's network. The Code of Conduct applies to use of College owned property and privately owned devices while being used on College grounds or attending College related events.

The College will accept the role of teaching your child the rights and responsibilities of being a sensible network citizen but believes the teaching of cybersafe and responsible online behaviour is best taught in partnership between home and College.

The students for their part must accept that with access comes personal responsibility. As you would realise when using the Internet, access to objectionable material or material of an adult nature is possible. This Code outlines the College's stance on access to such material. Even though the College will take every precaution to prevent such access, current technology does not allow us to prevent access completely. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed. Students must therefore take a degree of responsibility, as outlined in this Code of Conduct. The College will take a ***"no tolerance"*** approach to accessing such material. Penalties for improper use will be enforced. Some online activities are illegal and as such will be reported to police.

Please read this Code of Conduct carefully with your son/daughter before signing the User Agreement. The Agreement is to be signed by yourself and your son/daughter.

Please return the following Student Electronic Communications Code of Conduct and User Agreement to the students Class or Pastoral Care Teacher. This page advises us that you have read and understand the Electronic Communications Code of Conduct.

STUDENT ELECTRONIC COMMUNICATIONS CODE OF CONDUCT

1. Students are responsible for the proper use of the system. The use of the Internet is a privilege, not a right, and inappropriate use will result in the loss of this privilege.

2. Students must: -
   (a) not publish any school related material onto the Internet without the express permission of the Teacher or IT Services Manager
   (b) not publish any private information onto the internet while on College grounds or attending College related events
   (c) protect the privacy of others and never post or forward private information about another person
   (d) only take photos and record sound or video when it is part of an approved lesson
   (e) seek permission from individuals involved before taking photos, recording sound or videoing them
   (f) seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
   (g) be respectful in the photos taken or video captured and never use these as a tool for bullying.

3. System users shall not submit, publish or display on the College's system any knowingly inaccurate and/or objectionable material.

4. Transmission of material, information or software in violation of any College policy, local state or federal law is prohibited.

5. The College reserves the right to:
   (a) monitor a student's phone, tablet and computer screen during school hours or while attending College related events;
   (b) examine the content of all email messages sent and received by a student;
   (c) ask that email content be changed if deemed unacceptable;
   (d) refuse to permit the transmission of email messages that are deemed unacceptable (e.g. using offensive or objectionable text or pictures);
   (e) monitor internal email, which must at all times reflect the ethos of the College;
   (f) ensure all internal email must carry the correct name of the sender and is sent to intended recipients (not recipients who do not need to receive the email e.g. sending an email to all students), and
   (g) access a student's User Account associated with any software or application licensed to the College, including the ability to access, monitor, use, modify, withhold or disclose any data available to the end user.

6. Forgery or attempted forgery of email (both internal and external) is unacceptable. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.

7. System users will remove any software or application licensed to the College, including electronic mail, in accordance with licensing requirements and established retention guidelines. The ICT Technicians may suspend and/or delete access to any software or application licensed to the College, if not attended to by the system user.

8. Students must only download files they intend to use for educational purposes and must do so in accordance within the confines of copyright laws. Students may download material onto a personal storage device. Information downloaded onto personal storage devices must conform to copyright rules and may be inspected by the College.

9. Students may print material via the Networked printer after obtaining permission from the class teacher at the time.

10. Students are instructed to save their files onto the College provided drive storage. All such drives and any other areas on the system remain the property of the College and, as such, may be checked by the ICT Technicians for inappropriate files and information.

11. Netiquette: You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following.
    a)   Be polite. Your messages should not be abusive to others.
    b)   Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
    c)   Do not reveal your personal address or phone number. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.
    d)   Illegal activities are strictly forbidden.
    e)   Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    f)   Do not use the network in any way that would disrupt network services for other users.
    g)   All communications and information accessible via the network should be assumed to be private property.

12. Deliberate attempts to degrade or disrupt system performance with outside programs (e.g. hacking programs) or attempts to bypass software designed to protect the system and its users will be viewed as a violation of College policy and administrative regulations and may be viewed as criminal activity under applicable law. The College reserves the right to instruct students to pay costs involved in repairing damage caused by said activities and such conduct will result in the cancellation of system use privileges.

13. The system will automatically complete a virus check on downloaded files to avoid computer viruses. The College does not guarantee that all computer viruses will be detected. The College does not accept responsibility for the downloading of viruses or other problems to computers not owned by the College. Parents should adopt a 'virus prevention policy' in respect of their home and work computers.

14. System users identifying a security problem on the College's system must notify the class teacher or the IT Services Manager at the time.

15. Vandalism or any malicious attempt to harm or destroy College equipment or materials, data of other users of the College's system or any of the agencies or other Networks that are connected to the Internet is prohibited. The College reserves the right to instruct students to pay costs involved in repairing damage caused by said activities, and such conduct will result in the cancellation of system use privileges. Staff will follow the Student Management Policy.

16. Software not belonging to the College (including movies & music) may not be loaded or used on any College computer. Students shall not copy or load any software (including music files), that would constitute a breach of the copyright conditions attached to that software and the use of that software.

17. Students may not modify the operating system of any College computer or attempt to bypass any systems that have been setup to protect the integrity of the system. Students may not enter the operating system of the Network, or change any Network settings.

18. Students are strictly prohibited from using mobile hotspots, Virtual Private Networks (VPNs) or any other means of bypassing the College's network security systems.

19. Students may not enter the system under a name other than their own or attempt to enter the system using another person's password. Passwords must be kept secure at all times.

Personal Devices

20. The College may allow access to its Network via a wireless link to a privately owned device on the following conditions:

    (a) The user agrees to abide by this Code of Conduct.
    (b) Insurance for privately owned devices will be the responsibility of the student. The College will not be liable for the loss or damage to any privately owned personal devices on College premises.
    (c) The student agrees to allow the College to inspect any data storage devices, including hard drives, USB sticks etc, if deemed necessary.
    (d) The personal device will be used only for educational or other approved purposes whilst at College.
    (e) The personal devices must be charged prior to entering the classroom. No charging cords are to be connected in the classrooms.
    (f) Students would only permitted to have one privately owned device on the College Network.
    (g) The student's private device must have a purchased and up to date antivirus software installed. Integrated operating system security and other free antivirus software is not acceptable.
    (h) If the student's private device does not have a purchased and up to date antivirus software installed, the College is authorised to install antivirus on the private device using the College's site license.

21. Any student who does not conform to the Code of Conduct may have their system privileges revoked for a period of time. Consistent history of violations of the Code will lead to the denial of access to the system.

Printing

22. Print counting software is operating on our Network. Every student will be allocated a complementary amount of printing, depending upon his or her year level.

Use of Personal Storage Devices

23.   The College does reserve the right to inspect any external storage devices or any other device that is capable of storing data, if that device is brought onto College property.

Lost Data

24.   Students are advised to keep a backup of all data files. Loss of data (assignments) cannot be used as an excuse for late submission (see Parent/Student Guide and the College Planner).

Privacy

25.   The College encourages an environment where students are assured that the privacy of their communications will be respected, as long as they abide by the College's Code of Conduct. The College reserves the right to monitor all areas of the Network including College owned devices, student email, Internet searching, drive space supplied by the College and privately owned devices (including smart phones, laptop/notebook computers, iPads and iPods).

Disclaimer

26.   The College does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system users requirements or that the system will be uninterrupted or error free or that defects will be corrected. The College's system is provided on an "as is as available" basis. The College does not make any warranties, whether express or implied, including without limitation, those of merchant ability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

Student Electronic Communications User Agreement

Student Name (please print):	
Home Address:	

I understand and will abide by the Electronic Communications Code of Conduct. I further understand that any violation of the regulations is unethical and may constitute a criminal offence.

Student's Signature:

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Date: /   /

Parent or Guardian

As a parent or guardian of this student, I have read the terms and conditions for Network and Internet access. I understand that this access is designed for educational purposes. However, I also recognise it is impossible for Emmanuel Anglican College to restrict access to all controversial materials and I will not hold Emmanuel Anglican College responsible for materials acquired on the network. Further, I accept full responsibility if and when my child's use is not in a College setting. I hereby give my permission to grant access for my child and certify that the information on this form is correct.

Parent/ Guardian Signature:

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Date: /   /