



Nazareth Catholic College Student Acceptable Use of Information and Communications Technology Procedures

1. Introduction

Nazareth Catholic College acknowledges the increasing use of Information and Communication Technologies as a learning and business tool in schools.

With access to these resources come both privileges and responsibilities. Nazareth Catholic College expects technology to be used in a safe, responsible, respectful and ethical manner at all times.

DEFINITIONS

NCC refers to Nazareth Catholic College

CESA refers to Catholic Education South Australia

ICT refers to Information and Communications Technologies

Cloud Computing or **Cloud Services** involves the use of web-based services (rather than a PC or school server) for functions such as email, blogs, and lodgement of assignments and data storage.

2. College Owned Devices

All devices loaned to students are owned by Nazareth Catholic College. They remain at all times the legal property of the College and as such may be recalled without notice and the drive contents inspected.

Advantages to College owned devices:

- Device protection, including virus, spam and web filtering, and software management is handled by the College.
- Devices are covered by Accidental Damage Protection Insurance.

3. Personal Devices

- 3.1. Students are not permitted to bring their own devices to the College. Only the College loaned device may be connected to the Network.
- 3.2. Students may set up connections on their personal devices to their Office 365 account however the device **MUST** be protected with either a secure password, access code, pattern or PIN, e.g. Mobile phone must be passcode locked.

4. Accidental Damage Protection

All Devices supplied by Nazareth Catholic College are covered by Accidental Damage Protection (ADP) Insurance and repairs must be made by either a Nazareth Network Technician or the manufacturer of the device and must not be done by a student, parent or third party.

ADP covers either 3 claims per calendar year or 3 parts, whichever occurs first. Nazareth will cover the cost of the excess payment (of \$100) for the first claim. The second and subsequent insurance excess charge to a school loaned device will be charged to the parents. Repairs and parts beyond those covered by ADP will be charged to the student's parents.

5. Printing and Photocopying

5.1. Nazareth Catholic College charges all students for printing and photocopying. Students will be given a suitable allowance at the beginning of the year which should cover all their printing needs. Should students run out of print credit, they will need to purchase more credit from the Library Staff. Credit can be purchased in either \$2.00 or \$5.00 values.

5.2. Printing Charges

	Black and White	Coloured
Single sided A4	\$0.05 cents per page	\$0.15 cents per page
Double Sided A4	\$0.08 cents per page	\$0.20 cents per page
Single Sided A3	\$0.10 cents per page	\$0.30 cents per page
Double Sided A3	\$0.16 cents per page	\$0.20 cents per page

6. Storage Quotas

6.1. Students will be allocated 20GB on the Nazareth Network (S drive) and also have 1TB available via their allocated Microsoft Office 365 Subscription License for storage. This storage space must only be used for schoolwork.

7. Back up of files and other materials

7.1. Back up of files remains the sole responsibility of the student. It is recommended that students maintain several copies of their files on USB storage devices, Home Drive and Microsoft Office 365 OneDrive.

7.2. The College takes no responsibility and will be in no way liable for any damage or loss associated with lost, damaged or corrupted files.

8. Charging of Device

- 8.1. Students are responsible for ensuring that they bring their device to school each day fully charged.
- 8.2. Students are not permitted use their device cable at school. It must remain at home.

9. Use of Anti-Plagiarism Software

- 9.1. The College employs the use of the Anti-Plagiarism Software TurnItIn (www.turnitin.com). It is a condition of accessing the Nazareth network and using College devices that students agree to use this anti-plagiarism software for assignments when requested by teachers.
- 9.2. Teachers may submit received student work through TurnItIn at any time.

10. Student ICT Code of Conduct

- 10.1. The use of Nazareth Catholic College ICT Facilities should be consistent with the Catholic ethos and the values espoused by Catholic Education South Australia.

Interaction With Others When Using Devices

- 10.2. Students must behave ethically and responsibly in all dealings with others.
- 10.3. Students must not send or publish any statement, image or other material that is offensive or threatening, or could constitute harassment, discrimination, vilification, defamation or cyberbullying.
- 10.4. Students must not do anything that they know or reasonably suspect could contravene the law, including without limitation downloading material in breach of copyright.

Privacy and Confidentiality

Students must:

- 10.5. Only obtain access to records or information that is relevant to their studies and which they have been authorised to access.
- 10.6. Observe obligations regarding confidentiality and privacy.
- 10.7. Not take photos or videos of members of the school community without their consent.
- 10.8. Not share their created class material with other students unless permitted by their teacher.

Unauthorised Access

Students must not:

- 10.9. Attempt to gain unauthorised access to anyone else's account or user information, or otherwise attempt to defeat any security controls.
- 10.10. Use another's person's email account or other means of communication to send any communication in that other person's name.
- 10.11. Obtain unauthorised access to Nazareth/CESA or any other network, or to deliberately degrade the performance of the Nazareth/CESA data network or install any unlicensed or non-approved software onto computers or other communication devices supplied by Nazareth Catholic College.

Software Usage

- 10.12. While students are able to install licensed material on their devices it should have some educational value. All material on devices is subject to checking by Nazareth staff and will be removed if deemed inappropriate.
- 10.13. Students should not be storing on the network or their device any executables files.

Passwords and Security

Students must:

- 10.14. Maintain a secure password and ensure that they do not provide the password to anyone else.
- 10.15. Ensure that they do not permit or facilitate unauthorised use of the Nazareth Catholic College ICT Facilities by anyone.
- 10.16. Promptly report any evidence or reasonable suspicion of unauthorised access/use to the Nazareth Network Team.

Access to Inappropriate Material

- 10.17. Students must promptly report any accidental access to inappropriate material.

Students must not:

- 10.18. Knowingly access, download, store, send or publish any material that is pornographic
- 10.19. Open or download any attachment, or access any link that the student reasonably suspects may contain a virus, malware or their computer contaminant (any such attachment or link should be forwarded to the Nazareth Network Team for investigation).

Repairs

10.20. Students must return their device to the Nazareth Network Help desk for all repairs.

Use of Devices for Non-College Purposes

10.21. Students may use their devices for limited personal usage provided that it does not interfere with their studies. Personal applications must not be used during school hours unless directly relevant to their schoolwork.

Students must not:

10.22. Use the Nazareth Catholic College ICT Network for any online gambling.

10.23. Employ the network for commercial purposes, e.g.: running an online business.

10.24. Send or help to send unsolicited bulk email (spam).

Physical Care of device

10.25. Students are responsible for the physical control and safe keeping of any laptop or iPad device supplied to them by Nazareth Catholic College and are responsible for ensuring that other people do not access any confidential information contained on the device, or misuse the device.

Loss of Device

10.26. Students must promptly report to the Nazareth Network Team any loss of, or unauthorised access to, any communication devices that contain school-related information or information that is otherwise confidential to Nazareth.

Conclusion of Enrolment

10.27. Upon conclusion of their time of enrolment with Nazareth Catholic College, students must return their Nazareth Catholic College owned device (with power cable) to the Nazareth Network Team.

Monitoring of Device Usage by Network Staff

10.28. Student's use of Nazareth Catholic College facilities will be monitored by Nazareth personnel, and any evidence of use that contravenes this practice, or is otherwise inappropriate, may lead to disciplinary consequences.

Software and Other Non-Permitted Devices

Students must not:

- 10.29. Use Internet Relay Chat or Web Chat.
- 10.30. Use proxy servers to bypass the school's internet security. This includes Tethering' from mobile phones or mobile devices or use third party software /devices to get around the College's security and privacy settings of the Network.
- 10.31. Install 'key logging' software.
- 10.32. Install 'Torrent Client' (peer to peer) software and Media Streaming Software (e.g. Sotify).
- 10.33. Remove or disable any Enterprise Software.

Social Media Use

- 10.34. When posting material in a Social Media forum (e.g. Facebook page, Twitter, Blogs) students should be aware that such activity may be considered public.
- 10.35. Social Media sites must not be used during school hours unless the page is an authorised class page and the material directly relevant to students' current studies.

11. Consequences of Non-Compliance

In the event that a student is found to have breached the Acceptable Use Agreement, consequences may include:

- Verbal counselling or warning
- Formal written warning
- Detention – lunch or afterschool.
- Loss of Network Rights (at the discretion of the College).
- Or other reasonable consequences as determined by the College.

Evidence of illegal conduct will be reported to SAPOL or the Australian Federal Police.

Conclusion

The terms of this document are not intended to be exhaustive, nor do they anticipate every possible use of the Nazareth Catholic College's ICT Facilities. Students are encouraged to act responsibly and take into account the principles underlying ICT Acceptable Use.

STUDENT ICT USER AGREEMENT

You will need to sign and return this User Agreement before you will be allowed to access these Services provided by Nazareth Catholic College. By signing this User Agreement, you are agreeing to the terms set out in this User Agreement and the *Acceptable Use of Information and Communications Technology Procedures*, including the consequences of any breach of the terms.

1) Privacy Consent

Information that you transfer or store using the Nazareth Catholic College Cloud Services (including email, assignments, blogs and data storage) may be stored by Microsoft Office 365 in the United States of America or such other country as the Cloud Providers may decide. By using the Nazareth Catholic College Cloud Computing Services, you are consenting to the transfer to and processing and storage of your information in such overseas location, even though the privacy laws in those countries may be different to the privacy laws in Australia.

2) Acceptable Use

You agree that you will comply with all requirements as set out in the *Acceptable Use of Information and Communications Technology Procedures* and all other relevant laws and restrictions in your access to the various information and communication technology resources through the Nazareth Catholic College and SACCS network (including email, the Internet, cloud computing services and services provided through third parties).

3) Monitoring

You agree that staff responsible for the ICT systems within Nazareth Catholic College will have the ability to (and may at any time) monitor your use of Nazareth Catholic College Network and the Cloud Computing Services, including accessing and monitoring any data that you have sent or stored using the Network or Cloud Computing Services, to ensure that you are using the services appropriately.

4) Suspension or termination of use and other consequences

If there is an emergency security issue, or if you are suspected of making inappropriate use of the Nazareth Catholic College ICT Facilities or of the Cloud Computing Services, your access to either service may be suspended or terminated. This means that you might not be able to access your Nazareth Catholic College email, assignments, blogs and data storage. If you are found to have made inappropriate use of the Services, Nazareth Catholic College may also apply other disciplinary consequences.

Agreement and Consent

I, the student named below hereby agree to each and all of the above terms of this ICT User Agreement and all terms of the *Acceptable Use of Information and Communications Technology Procedures*.

Name: _____ MG Class: _____

Signature: _____ Date: _____

Parent/Guardian Consent (for students under 18 years of age)

As the parent or legal guardian of the student named above, I consent to the student accessing the various information and communication technology resources through the school and SACCS network (including email, the Internet, Cloud Computing Services and series provided through third parties) on the terms set out in the Agreement and in the *Acceptable Use of Information and Communications Technology Procedures* and all other relevant laws and restrictions.

I understand and agree to each and all of the terms and conditions of the Accidental Damage Protection (ADP) Insurance cover provided on the College loaned device. I agree to be fully liable for the costs associated with damage caused to the loaned device not covered by the ADP Insurance.

Name: _____

Signature: _____ Date: _____