PREAMBLE

St. Anthony’s School provides staff and students with access to technology resources via a Computer Network System. The aim is to develop and improve teaching and learning, information retrieval skills, and communication and information sharing. The use of Internet and Email facilities enables staff and students to access worldwide information resources and to communicate globally. The Principal or authorized staff members reserve the right to monitor all activity on network facilities and stand alone computers for the protection of students and staff and to ensure adherence to this policy, procedures and associated school rules.

Rules

1. Users who have not completed and signed the appropriate application form will not have access to the computer network including the Internet.

2. Computers are only to be used for legitimate educational and administrative purposes.

3. Food and drink is not to be consumed while using computer equipment.

4. Adjustments to computers and printers including reloading with ink and paper are only to be carried out by authorized staff members.

5. Faults are to be notified to the System Administrator immediately.

6. Users must not attempt to repair equipment and associated electrical connections.

7. Computer equipment must not be relocated without permission from the System Administrator.

8. Content of Information:

9. The user agrees not to publish on or over the system any information that violates or infringes upon the rights of any other person. The user agrees not to use the facilities and capabilities of the system for any illegal, dangerous or offensive purpose.

Through connection to the Internet and other computers systems around the world the access to information is vast. Staff, students and their parents should understand that the school and its systems administrators and staff do not have total control over content. While most content available on the Internet is innocuous and much of it is a valuable educational resource, some objectionable material exists. The school will provide student access to Internet resources only in
supervised environments and has taken steps to lock out objectionable areas using Internet filtering software but potential dangers remain. Some systems may contain objectionable material. St. Anthony’s School, Toowoomba does not condone the use of such materials. Staff and students knowingly bringing such materials into the school environment will be subject to the discipline policies of the school. Such activities could result in suspension or termination of a user’s right to access the network.

No user may install, upload or download software without the express consent of the school Principal. St. Anthony’s School, Toowoomba reserves the right to immediately terminate a user’s access where misuse of software becomes evident.

9. Copyright Material:

Copyrighted material must not be placed on any system connected to the network without the author’s permission or necessary licenses being obtained. Any material downloaded for the purposes of research must be fully and appropriately acknowledged in any document in which it is subsequently used.

10. Security:

Electronic mail (Email) is a private electronic message sent by or to a person in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient. Users are expected to remove old messages in a timely fashion. For security reasons, Hotmail is not to be used by Staff or Students. A web based email system is provided instead. Emails and attachments from unknown sources should not be opened, as these are the main source of computer viruses. Nothing deemed to be private is to be stored on the system, as materials stored become the property of the school.

Security on any computer system is a high priority, especially when the system involves many users. If a staff member or student feels that he / she can identify a security problem on the system, this must be notified to the System Administrator. The user, who identifies the problem, should not demonstrate the problem to any other users.

Users may not let others use their account and password. Attempts to log into the system using either another person’s account or password or as a System Administrator / Staff Member will result in suspension or termination of access. Users should immediately notify the System Administrator / Teacher / Principal if a password is lost or stolen, or if they believe that someone has obtained unauthorized access. Users must log off from the system when they have finished.

11. Vandalism:

Vandalism may result in cancellation of system privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software or data. Damage to other networks that are connected to the Internet backbone will not be tolerated. This includes the downloading or creation of computer viruses through the transfer of files from the Internet to the system or an individual computer. Users must not alter screen savers or system settings without the System Administrator’s authorization.

12. Games:

The downloading of games is not permitted. After specific permission and instruction by teachers, educational games may be played by students for specific educational purposes.

13. Printing:

The printing facilities of St. Anthony’s School network should be used sparingly. Unnecessary printing is a drain on the capacity of the network, adds expense and shortens the life of the equipment. By developing on-screen proof reading skills and practicing proper cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Colour printing by students requires the permission of a teacher.
ST. ANTHONY’S SCHOOL, TOOWOOMBA
Computer Network System

User Agreement

I have read and / or had explained to me the Conditions for use of the Computer Network System and associated resources at St. Anthony’s School, Toowoomba.

While I have access to the Computer Network System:

- I will use it only for educational or administrative purposes.
- I will not alter settings, screen savers or adjust computers or printers without permission from authorized personnel.
- I will not install, upload, or download software on the equipment without permission from authorized personnel.
- I will not place Copyrighted material on the system without the owner’s permission.
- I will not look for anything illegal, dangerous or offensive while using the Internet.
- If I accidentally come across any illegal, dangerous or offensive material, I will remove it from my screen and notify the System Administrator / Teacher / Principal immediately.
- I will not reveal home addresses or phone numbers.
- I will not use the Computer Network System to annoy or offend anyone else.
- I will only send Email messages that are necessary for educational and administrative purposes.

I understand that if these rules are not adhered to, I may have my Computer usage rights suspended for a time or even cancelled.

Name of User: (please print)……………………………………………………………………

User Signature: …………………………………………………………………………………

Class (students only):……………………

Date: ………………………………………

Parent / Guardian Waiver

As the parent or guardian of this student, I have read and explained to …………………………………. (Child’s Full Name) the Acceptable Computer Use Policy and the rules for the use of the Computer Network System and associated resources at St. Anthony’s School, Toowoomba. I understand that this access is designed for educational purposes and that St. Anthony’s School has taken available precautions to eliminate controversial material.

However, I also recognize that it is impossible for St. Anthony’s and its System Administrators / Teachers / Principal to restrict access to all controversial materials, and will not hold them responsible for materials acquired on the network. I hereby give my permission for my child to use the Computer Network System and to access material on the network. Furthermore, I understand that if the rules are not adhered to, my child’s rights to computer access may be suspended or cancelled.

Parent or Guardian (please print) ………………………………………………………………

Signature: ……………………………

Date: ……………………………