

PADUA COLLEGE LIMITED
ACN 072 693 700 ABN 20 072 693 700

Policy Title	Version Number	Date Issued
Acceptable Use Policy (Internet and Network Services)	1.0	May 2005
		Reviewed April 2010 Reviewed June 2015

1. INTRODUCTION

In line with technological developments, Padua College recognises the need to provide access to online services that enables teachers and young people to be taught and acquire knowledge and skills for the 21st century. Such services include the internet, intranet and electronic mail.

2. SCOPE

This policy applies to all students, staff and volunteers (“users”) of Padua College.

Providing users with access to a vast amount of unfiltered information necessarily raises concerns that users will be exposed to ideas or material that may be unhealthy, contrary to Gospel values, or at the very least, non-educational. Therefore, it is highly appropriate for the College to exert control over the use of the services they provide. Users must not access material where content would be inconsistent with the Mission Statement of the College. Nor must use of the services be for purposes contrary to the law or Padua College values.

The Acceptable Use Policy (AUP) is considered a tool to help educate all users about good citizenship in cyberspace.

3. PURPOSE

The purpose of this document is to provide Padua College with a model policy and procedure which will assist in establishing a consistent approach in respect to the use of technology and issues of internet and network services, provided by Padua College. Such issues include establishing and maintaining an attitude of vigilance in relation to safety, misuse and legal liability. Failure to ensure safe and proper use of services by users exposes others to harm and exposes the College to liability for that harm.

4. RATIONALE

Padua College is guided not only by common and statute law, but also those values which characterise the Reign of God as exemplified in the life and charism of St Francis.

5. PRINCIPLES

- It is expected that all users (employees, students and volunteers) at Padua College will, in the use of the services provided, refrain from any inappropriate use, uphold the policies of the College, the requirements of the law and guide their activities accordingly.

- Technological services access is provided predominantly for educational purposes.
- Appropriate access will not be denied, restricted or suspended without due inquiry into problems and alleged violations.
- Padua College Limited will not be responsible for financial obligations arising from unauthorised use of services provided.

6. ACCEPTABLE USE

- 6.1 All users may, subject to the following, have access to the internet predominantly for educational purposes.
- 6.2 Before being granted access to internet and email services, students and the parent/guardian must sign the Internet Acceptable Use Agreement in the form which appears as Appendix A to this policy. A similar agreement for staff of Padua College should be used and can be found in Appendix B.
- 6.3 Staff and volunteers are to use the services for work-related business and are directed to refrain from personal use of services provided beyond what is described as being **limited personal use**. Limited personal use means use that is infrequent and brief, e.g. use that occurs only a few times per day and for periods of a few minutes or less. Personal use should be restricted to breaks or outside usual College hours. Staff and volunteers using services for personal use must strictly adhere to this policy.
- 6.4 Users shall not access any objectionable or offensive material, material contrary to the law, or material inappropriate to an educational or work environment. Examples of inappropriate use and inappropriate internet websites appear at Appendix C to this policy.
- 6.5 Users shall not post or forward defamatory, inaccurate, personal, sensitive, abusive, obscene, profane, sexually orientated, threatening, offensive or illegal material.
- 6.6 Email messages or attachments that contain, or are reasonably suspected to contain, offensive material must not be opened or sent.

- 6.7 The network administrator may close an account at any time at the direction of the Rector.
- 6.8 Users who suspect or know of inappropriate use must report it to the Rector or his delegate.
- 6.9 At the discretion of the Rector or the delegated person, any person identified as a security risk may be denied access to the services.
- 6.10 Any use of the internet by users which breaches this policy, the Anti-Discrimination Act Queensland 1991 or other relevant laws, will result in disciplinary action against the user in accordance with the Padua College disciplinary policies for staff or students.
- 6.11 Users should be aware that a breach of this policy may also lead to external action being taken against them by a third party, e.g. for breach of Anti-Discrimination laws or defamation.

7. ACCOUNTABILITY

- 7.1 Violations of this policy will result in disciplinary action against the user.
- 7.2 Depending on the circumstances, internal penalties for violation of ethical use and acceptable use of services may include:
- suspension or revocation of an account;
 - suspension of the user's access to the service;
 - implementation of the College disciplinary procedure for students;
 - implementation of the College disciplinary policy for staff,
 - archiving of user data as part of a record; and/or
 - provision of relevant records to State or Commonwealth authorities for the purposes of lawful investigations.

8. RESPONSIBILITIES

- 8.1 The accountabilities of Padua College include:
- the establishment of policy and procedure, setting out reasonable boundaries in relation to what is considered acceptable use of services provided; and
 - setting up, in the college's absolute discretion, filters, firewalls and other electronic means of restricting access to, or receipt of material.
- 8.2 Accountabilities of Rector/delegated person include:
- applying this policy to College use
 - ensuring all staff/volunteers receive instruction in this policy
 - ensuring all students are aware of this policy
 - establishing a process to ensure adequate supervision in the College of students using the services

- establishing procedures for ongoing maintenance of internet and network services; and
- maintaining College user agreements in consultation with students, parents and guardians.

8.3 Responsibility of staff/volunteers:

- All staff/volunteers are bound by this policy for their own use and share supervisory responsibility for students using the services; and
- Should a staff/volunteer become aware of unacceptable use by other staff/volunteers, it must be referred immediately to the Rector or the delegated person.

8.4 Responsibility of parents/guardians:

- Support the College's Acceptable Use Policy and its implementation
- Address with students any additional boundaries as to what they consider acceptable use.

8.5 Students

- All students and parents/guardians are to sign an Acceptable Use Agreement prior to the student going online and students are expected to comply with this policy at all times.

9. PRIVACY - ALL USERS

9.1 Good systems administration includes regular backups and the monitoring of logs reflecting all use of the systems. Normal systems administration may have the effect of collecting information provided by the user, including email messages, both active and deleted, as well as internet sites visited. The right is reserved to monitor user activity to ensure adherence to the principles of this document and then to act as deemed appropriate. Individualised searches will be conducted if there is a reasonable suspicion that a user has violated the law or College rules.

9.2 All users are directed not to display personal/sensitive information about another person on the internet.

9.3 Users are directed not to publish identifying information about children or photographs of children on the Internet without consent.

9.4 Notwithstanding 9.2 and 9.3, the College may publish personal information about students, staff and volunteers consistent with the College Privacy policy.

9.5 The Privacy Amendment (Private Sector) Act 2000 (Commonwealth) applies to private educational institutions. It establishes ten National Privacy Principles and must be complied with by Padua College. (Refer to Padua College Privacy policy.)

9.6 All attempts should be made to keep information secure. A common means of gaining illegal access to electronic information is to break a legitimate user's password. Staff, volunteers and students should select passwords that are not easy to guess or find

using a password-breaking program. Passwords need to be changed regularly. Staff, volunteers and students should not share passwords.

APPENDIX A

**INTERNET ACCEPTABLE USE AGREEMENT
STUDENT**

For the use of Padua College Learning Technology Resources

This section must be completed by the student.

Before you may use computer facilities at Padua College, you must sign this contract which binds you to the following conditions. If you break any of the conditions, appropriate penalties will be applied.

Your name: **Year level:**

Network Login Name:

I have read the *Acceptable Use Policy (Internet and Network Services)* and agree to obey the guidelines and conditions in it, and take responsibility for my actions. I understand that the College shall not be responsible for the consequences of any misuse of the internet, intranet or electronic mail by me.

Signed:

This section must be completed by the parent or legal guardian of the student.

I, the parent or guardian of have read and understood the *Acceptable Use Policy (Internet and Network Services)* document. I agree that my child is permitted to use the College internet, intranet or email and that he/she is aware of the obligation to observe these guidelines and conditions and to be responsible for acceptable use. I understand that the College shall not be responsible for the consequences of any misuse by my child.

Signed:..... **Date:**

APPENDIX B

**INTERNET ACCEPTABLE USE AGREEMENT
STAFF/VOLUNTEERS**

For the use of Padua College Learning Technology Resources

This section must be completed by the staff member/volunteer

Padua College extends to staff/volunteers the opportunity to use College related technology resources. Before you may use computer facilities at Padua College, you must sign this contract which binds you to abide by the *Acceptable Use Policy (Internet and Network Services)*. If you break any of the conditions of the policy, appropriate penalties will be applied.

Your name: **Position:**

Network Login Name:

I have read the *Acceptable Use Policy (Internet and Network Services)* and agree to comply with the guidelines and conditions in it and take responsibility for my actions. I understand that the College shall not be responsible for the consequences of any misuse of the internet, intranet or email by me.

Signed:..... **Date:**.....

APPENDIX C

ALL USERS INAPPROPRIATE USE

The use of the internet, intranet and electronic mail must not be used to:

1. infringe the copyright or other intellectual property rights of third parties; for example, staff should not download and use work without the express permission of the owner;
2. download software, unless appropriate authorisation and compliance with licensing requirements and established policies to check all such software for computer viruses is followed;
3. disrupt communication and information devices through such means as mass emailing or transmitting files which place an unnecessary burden on departmental resources;
4. access inappropriate internet sites (see below);
5. download, distribute, store or display offensive or pornographic graphics, adult sites, images, statements or other material obtained from inappropriate internet sites;
6. access material that is discriminatory or could cause offence to others, for example, offensive material based on gender, ethnicity, religious or political beliefs;
7. download unreasonable amounts of material for non-work related or non-educational use;
8. download information for the purpose of providing it to external organisations or the general public without authorisation;
9. distribute chain letters;
10. distribute defamatory, obscene, offensive or harassing messages;
11. distribute confidential information without authority;
12. distribute messages that disclose personal/sensitive information;
13. distribute private information about other people;

14. distribute messages anonymously, using a false identity or using another person's email account;
15. engage in any illegal or wrongful activity;
16. download/supply to others inappropriate site addresses; and
17. knowingly engage in any activity which may compromise the security of the local area network, intranet or external network.

INAPPROPRIATE INTERNET SITES

Inappropriate sites include, but are not limited to, sites that:

- a) are illegal;
- b) are pornographic or contain inappropriate or obscene sexual material;
- c) advocate hate/violence;
- d) contain discriminatory material, e.g. on the basis of gender, race, religious or political beliefs; and
- e) offer inappropriate games or software.