



EMERALD
CHRISTIAN
COLLEGE
LEARNING FOR LIFE

Digital Technology Usage Policy

| | | | | | |
|---------|-------------------|--------------|------------|----------------|------------|
| Revised | September 2006 | June 2011 | March 2013 | August 2013 | April 2015 |
|---------|-------------------|--------------|------------|----------------|------------|



Emerald Christian College

Digital Technology Usage Policy

We are pleased to offer students at Emerald Christian College access to the Computer Network including electronic mail and Internet access. Throughout this document, the term Network will be used to include programs and applications, e-mail and Internet facilities.

To gain access to the Network, all students under the age of 18 years must obtain parental permission indicated by returning to the College a permission form signed by parents and students.

We believe that the benefits to students from access to the Network, in the form of information resources and opportunities for collaboration, exceed any disadvantages, provided students follow College rules and guidelines for Network use. The College has in place programs that assist in the filtering of inappropriate material from Internet sources.

Ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the College supports and respects the right of each family to decide whether their child is granted permission to access the College Network. Parents and guardians are also reminded that should they refuse permission for their child to access the College Network, some College courses may be unavailable to their children.

EMERALD CHRISTIAN COLLEGE NETWORK RULES:

Students who fail to comply with the Network Agreement, risk having access denied to the College Network facilities, either temporarily or permanently. Individual users of the College Network are responsible for their behaviour and communications over the network.

It is expected that users will comply with the College's standards and honour the agreement they have signed. In addition to the adherence to these standards, the College has procedures in place designed to restrict, monitor and control to a degree the communications of individuals using the Network.

- 1) Students are responsible for good behaviour on the Network, applying the same College Standards expected in class and in the playground. Communications on the Network are often public in nature. It is expected that all communications on the Network reflect our values GEMS and FACETS. Each student will be issued with a username and password for which they are responsible. Any unauthorised material accessed under that username will be deemed the responsibility of that student. Students are responsible for the security of their own password.
- 2) Network storage areas that are accessed at the College come under the jurisdiction of the College. Network administrators may review files and communications to maintain system integrity, and to ensure that users are using the system responsibly. Users are warned that files stored in College provided storage spaces are NOT private. The College reserves the right to close any user account at any time or remove or edit files deemed inconsistent with the College Standards and Values without first notifying the user. (Wherever practical, the user will be notified of items removed from their files as soon as possible.) Material stored in memory facilities (eg iCloud, Dropbox) which the College

cannot readily access remain the monitoring responsibility of the parent.

- 3) Students are responsible for appropriately backing up their files.
- 4) Within reason, freedom of access to information will be honoured. While at the College and while using the College Network, teachers will guide students toward appropriate material for educational purposes. The College has in place programs that assist in filtering out inappropriate material. Outside of College, parents bear sole responsibility for guidance with information sources such as television, radio, telephone, movies, internet, e-mail and other potentially offensive media.
- 5) At times the school will review devices and their content to ensure that students are using their device appropriately.

The following activities do not reflect the College's Standards or Values, and are not permitted:

- sending or displaying offensive messages or pictures
- sending spam, chain letters or other mass unsolicited mailings
- using obscene language in any electronic communication
- harassing, insulting or defamatory comments about others or self
- damaging computers, computer systems or the computer Network
- infringing or violating copyright laws including copying and transmitting documents, software, music, games and/or video files without license or permission
- using another person's password at any time
- trespassing in other people's folders, work or files
- intentionally wasting resources
- employing the Network for commercial purposes or political lobbying
- loading unauthorised programs onto the Network
- listening to or viewing unauthorised material including movies and games, either downloaded from the Internet or stored as files
- accessing sites which do not comply with the College Standards or Values
- disrupting the Network use of another user
- using College Network resources for unauthorised recreational activities
- theft of any Network software or hardware
- unauthorised privately owned connections to the College Network eg. notebooks, PDAs, mobile phones, iPads etc.
- transmission of any material in violation of any federal or state regulation
- distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others, self or the College
- providing access to the College Network to anyone outside Emerald Christian College community
- creating 'peer to peer' networks eg. Blue tooth, wireless connections or sharing their electronic device's resources without using the College Network

Violation of the above rules and guidelines may result in loss of Network access as well as any disciplinary or legal action deemed appropriate by the College. The College will not be held responsible for any damages suffered by a user including loss of data resulting from delays, interruptions caused by the College's maintenance schedule, technical difficulties or electrical faults.

The College specifically denies any responsibility for the accuracy or quality of information obtained through its Network Services. The College encourages students and staff to be life-long learners, and building technology skills, underpinned by the College's GEMS and FACETS values, assists in achieving this goal.

Social networking sites and cyber bullying

Students under the age of 16 may be misrepresenting themselves in a legal document when creating social networking accounts. This is not in line with our Values and Standards.

The college does not recommend unhealthy use of social media sites such as Facebook, twitter, Instagram tumblr etc as they have been proven to be detrimental to students' social, emotional and academic well being. It is the parents' responsibility to ensure that social networking is approached in an appropriately mature fashion.

It is a condition of continued enrolment at ECC that students adhere to the following code of practice.

- The College community including staff, students and others have the right to be respected and not defamed in any way
- The College community has the right to expect that the privacy of individuals associated with ECC will be respected
- The College community as a whole has the right to expect that individuals will uphold the values and good name of the College.

To ensure that the College community's rights are protected the following must be adhered to:

- Students must not make any comment on social networking, messaging including email that targets ECC staff, students or others with perceived negative intent, or undermines the good name of the College. This includes harassment, hate speech and inappropriate content and should be reported to the College.
- The publishing or dissemination of material relating to or referring to the life of the College is the College's property and is prohibited. This includes images, comments or content that could identify other students or staff as being from ECC, or communicates conversations that have occurred with ECC staff.



Emerald Christian College

Digital Technology Usage Agreement

Parents of students in Prep – Year 12 are to sign this agreement.

Students in Year 3 – Year 12 are also to sign this agreement.

STUDENT NAME: _____ YEAR LEVEL: _____

Return this Permission Form to the College to allow your child access to the College Network. Please keep the Network Rules page for your own information.

PARENT/GUARDIAN STUDENT NETWORK USER AGREEMENT PERMISSION:

As the parent/guardian of the minor student listed above, I have read and understood the Digital Technology Use Policy, and give permission for my son/daughter/ward to access networked computer services including the Internet and electronic mail. I understand that individuals may be held liable for violations of the Law.

While the College takes steps to protect students from inappropriate material by teacher guidance and network filtering programs, I understand that some materials on the Network via Internet and e-mail may be objectionable, but I accept responsibility for guidance of Network use – setting and conveying standards for my son/daughter/ward to follow when selecting, sharing or exploring information and media. I also accept full responsibility for supervision of my child using these media outside of the College.

I recognise that it is impossible for the College to restrict access to all controversial materials and I agree to not hold the College responsible for materials sighted or acquired on the Network.

I hereby give permission to the College to issue a Network account for my child.

Parent Name: _____

Parent Signature: _____ Date: _____

STUDENT COMPUTER NETWORK AGREEMENT:

I have read and understood the ECC Digital Technology Use Policy (or I have had its Rules explained to me) and I agree to obey the Network Rules when using my College Computer Network Account.

The publishing or dissemination of material relating to or referring to the life of the College is the College's property and is prohibited. This includes images, comments or content that could identify other students or staff as being from ECC, or communicates conversations that have occurred with ECC staff.

Student Signature: _____ Date: _____



EMERALD
CHRISTIAN
COLLEGE
LEARNING FOR LIFE

EMERALD CHRISTIAN COLLEGE

Staff Internet & Email Policy

ECC recognises that there are educational benefits to be derived from the use of Email/Internet and wishes to enable staff to reap such benefits.

Employees should abide by the Internet and electronic mail policies and standards as set out below.

Employees should –

- Access the Internet and Email for education purposes only, in order to develop or enhance work-related skills
- Presume they will be held accountable for every Email message issued from their username account
- Electronic messages and files may be subject to record keeping and employees may be called upon to explain their usage of the Internet, Email and electronic files
- Not transmit Email messages that may be construed as harassment or disparagement of others
- Not compromise or invade the privacy of individuals of the information resources
- Not send sensitive information via the Internet or Email
- immediately leave a site containing any illegal, obscene, pornographic or inappropriate material and report accidental access to the illegal site to the Principal
- Run the virus check application before opening a file if downloading an executable file from the Internet
- Must insure their activities do not compromise the security/integrity of the network
- Ensure they take responsibility for their individual security and change their password on a regular basis.

The publishing or dissemination of material relating to or referring to the life of the College is the College's property and is prohibited. This includes images, comments or content that could identify other students or staff as being from ECC, or communicates conversations that have occurred with ECC staff.

I have read the Conditions of Use and agree to abide by all requirements.

NAME _____

SIGNATURE _____

DATE _____