

Communication and Network Use Policy

As part of the curriculum, Endeavour College allows students access to its computer network and certain on-line facilities such as:

- Internet
- Electronic mail (email)

Access to the computer network is a privilege which may be enjoyed as long as certain standards are observed. Those standards are set out in this Policy.

Students must understand that their access to Endeavour College's computer network is only allowed for acceptable and ethical purposes. By "*acceptable*", we mean that use must only be along the lines of the acceptable uses set out in the "*Acceptable Uses*" section of this Policy. By "*ethical*", we mean that students are not allowed to breach standards of common decency, or manners, and must not break any laws. This is explained more fully in the "*Ethical Uses*" section of this Policy.

Students are expected to be responsible and mature in their use of the computer network, at all times. Students who use the computer network irresponsibly or unethically will be disciplined. There will be no exceptions to this rule.

Students' Responsibilities

Access to the Computer Network

Subject to complying with this Policy, all students have the right to equal access to network resources. No student should monopolise a device or the computer network.

Acceptable Uses

The following uses of the computer network are considered **acceptable** by Endeavour College:

- to use in connection with the subject curriculum
- to carry out schoolwork
- to research projects or assignments
- to send and receive Email related to schoolwork (eg. communication with a teacher)
- to explore the Internet in connection with schoolwork and along guidelines set out by the subject teacher and this document.

A student's use of the computer network for purposes other than those above may be considered by Endeavour College to be unacceptable. Students should not play games at all on their laptops (including online games) or use the computer network for non-academic purposes. The computer network must only be used for educational purposes.

Ethical Uses

Students must be **ethical** in using the computer network.

When using the computer network, students **MUST** at all times:

- be polite and courteous
- use appropriate language
- notify a teacher if they have breached this Policy, or if they become aware that any other student has done so
- comply with standards of public decency
- respect the rights of other computer users
- observe that copyright exists in other people's work on the computer network
- obey the law
- comply with this policy.

What constitutes ethical behaviour is an evolving concept. Listed below are some examples of behaviour which are considered **not** to be ethical in the use of the computer network. This list is not final, and is provided by way of example only. In its sole discretion, Endeavour College may determine that other forms of behaviour not listed below are also unethical.

For example, when using the computer network, students **MUST NOT**:

- be impolite, abusive or indecent toward anybody else
- harass or be discriminatory toward anybody else (either sexually, racially or in any other way – please refer to the school's "Statement on Harassment")
- violate general standards of common sense, decency or etiquette
- engage in anything illegal
- disclose the personal details of any other student
- access (or attempt to access) any inappropriate Internet sites or subject matter which may have been specifically banned by Endeavour College
- breach another person's copyright in any material
- disrupt the use of the computer network by others
- interfere in any way with the legitimate work of other computer network users
- upload or download any software (without approval by Endeavour College)
- use the school computer network for commercial or profit-making exercises
- purchase goods or services via the computer network
- use the computer network to gain unauthorised access to any other computer network (ie, "hacking")
- spread computer viruses (measures are to be taken in order that this doesn't happen unknowingly –ie. No executable files are to be brought to school, stored on a student's OneDrive or run from a USB)
- use (or even request) any other person's password to access the computer network
- impersonate anybody else or use pseudonyms, or forge E-mail messages
- disclose their passwords or accounts to anyone.

Mis-use of the Computer Network

Endeavour College has a responsibility toward itself and students who use the computer system properly to discipline those students who breach this Policy. If in Endeavour College's opinion a student has used the computer network:

- for an unacceptable purpose
- unethically; or
- otherwise inappropriately (including violating any part of this Policy),

then that student may face disciplinary action at the discretion of the Principal.

Students should be aware that breaches of the criminal law using the computer network may be a matter for the police. Students should also be aware that Endeavour College will co-operate with the police, and other authorities, in any investigation relating to the illegal use of the network.

Passwords

Passwords are the primary method for security on the school network and protect a range of student data and privileges including logging onto a computer or device, usage of TASS, Office365, Canvas, printing and internet usage and email.

Students are responsible for managing their own passwords. The password policy for students includes:

- Passwords expire every 6 months. They may be changed earlier than this, but will be forced to change at this point or students will not be able to access the network.
- Students may not reuse a previous password.
- Passwords must be at least 8 characters long
- Passwords must contain at least 3 out of 4 of the following character types:
 - Upper case letter
 - Lower case letter
 - Number
 - Symbol
- Passwords can NOT contain your name or part of it (more than 2 characters).

Students should change their password if they suspect it has been compromised. To change a password, students can use “Control-Alt-Delete” when they are logged into a computer, or it is possible to do this via Webmail also.

Student Storage (OneDrive and USB devices)

Students have an allocation of space on OneDrive through Office365. OneDrive is only for school related material.

Material that is explicitly NOT permitted on a student’s OneDrive includes:

- executable (.exe or other) files (except those files created in lessons under the direction of a teacher – ie. possibly in ICT or Digital Technology, etc.)
- games (including flash/java games and other formats)
- music or video files (unless with the express permission of a teacher)
- images that are not school work related will be deemed inappropriate

It is recognised that students may have personal files on their own USBs that are brought to school. However, it is important that the student remembers the following rules regarding the use of USB devices:

- no illegal / immoral or inappropriate material should be contained on any device brought into the school
- executable files on a USB (or other) device are NEVER to be run on a school computer
- games are not to be played on school computers

In the instance that these guidelines related to OneDrive and USB devices are not followed:

- If it is a minor breach, a warning will be given and files deleted
- If it is a major breach, the files will be removed and further consequences may apply

Network Privacy and Security Issues

Students should be aware that their electronic communication and work created via Endeavour College's computer network is not private, and that Endeavour College may access their work. This extends to:

- files in connection with their curriculum;
- incoming and outgoing email communications;
- sites accessed on the Internet.

So that Endeavour College can comply with its obligations under law, Endeavour College reserves the right to screen students' files and work to ensure that the computer network is being used for acceptable purposes and in accordance with this Policy.

In addition, students' files may be accessed by Endeavour College's system administrators as part of normal maintenance procedures. "Normal maintenance" includes spot checks to ensure that inappropriate materials, or works subject to another person's copyright or in violation of the expectations are not being kept on the school network, and inappropriate Internet sites have not been visited (or attempted to be visited and blocked).

All students using devices must be personally supervised by a teacher (except in the case of the senior study room) and students must understand that monitoring their use by personal or electronic means is for their own protection and the protection of other users and the entire computer network.

As well as the personal supervision by a teacher in the classroom, students' use of computers is also monitored in a number of ways:

- Log files of printing, internet usage, network access etc.
- Electronic supervision of the computer via the network
- Regular scans of OneDrive
- and other means.

Safety

Students should not do anything via Endeavour College's computer network which may possibly jeopardise their personal safety either at school or outside school.

In particular, students:

- **MUST NOT** give out any identifying details such as their home address or telephone number, school name. Students should only disclose those details to people personally known to them, and those they trust.
- **MUST NOT** arrange a meeting in person with another person they have "met" or only communicated with by computer, without prior parental approval. If a meeting is arranged, it should be in a public place in the presence of a parent or responsible adult.
- **MUST NOT** respond to messages or bulletin board items that are indecent, suggestive, belligerent, discriminatory, threatening, or which make the student feel uncomfortable or unsafe in any way.

- **MUST** tell Endeavour College, the system administrator or their parents if an indecent, suggestive, discriminatory or threatening message is encountered.
- **SHOULD** be aware that people they "meet" or communicate with on-line may pretend to be someone else.
- **SHOULD** remember that everything they read on line may not be accurate.
- **SHOULD** avoid offers that involve either financial transactions or personal meetings.

For more information on Internet Safety, visit the Australian Internet Safety website at <http://australia.gov.au/topics/it-and-communications/internet>

Limitation of Liability

Students will be allowed access to the computer network as part of supervised curriculum work. It is not practical that every student will be supervised individually when using the computer network and Endeavour College expects students to act responsibly and sensibly when using the computer network.

Endeavour College does not accept any liability that may result from any student's unacceptable or unethical uses of the computer network.

Internet & Printing Charges

The internet is an important tool to all students at Endeavour College. It is possible for students and staff to access information quickly and download large amounts of data in a relatively short period of time. With this quick access comes a need for the College to allocate adequate internet time/data download to students so they may acquire all the information necessary to meet the demands of the curricula. This process is designed to encourage students to be accountable and responsible when using this potentially expensive resource.

- Students internet usage is monitored each month. Students who use an excessive quantity of data may be required to justify their usage and may then be charged for usage not deemed to be required for school work.
- Printing is charged at 10c per side of A4 black and white page, and 50c per side of colour A4 page (regardless of how much colour on the page). Year 7 - 10 students are given \$10 (100 black and white pages) of printing credit each term, while Year 11 and 12 students are given \$15 (150 black and white pages).
- Additional print credit can be purchased from Student Services (a minimum of \$2 applies).

Device Program Policy

The device program policy is to be read in conjunction with this document.