Mernda Hills Christian College
Internet Acceptable Use Policy

Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Gilson College					
	Jan 2023	Jan 2023	• General review	Exec Leaders	
Mernda Hills Christian College					
1	May 2023	Jan 2024	• General review • Added 'Appropriate Use' point 14	Exec Leaders	Exec Leaders

Document Type: Technology

Rationale

Mernda Hills Christian College actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

The internet has provided opportunities to students that were not available a few years ago, but it has also created many issues and potential dangers which must be identified and appropriately managed. All users should feel safe with Internet use at the College.

Implementation

The Network

1. Students, parents and staff will be made aware that internet access is a privilege and not a right.

2. Through the College network, student and staff access will include, but is not limited to:

    a. electronic mail communication,
    b. global information and news,
    c. public domain and shareware computer software of all types,
    d. discussion groups on numerous topics,
    e. access to many research libraries,
    f. App stores for computer applications or tablet apps

3. The College has installed and uses hardware and software components, such as remote desktop and Simple In and Out, to enhance safety and security on all computers. These should not be closed, removed, or modified in any way.

4. Users may occasionally be required to update their registration, password, and account information to continue internet access. Users must notify the College of any changes in their account information (address, etc.).

5. All users should be aware that the College is able to monitor their use of the internet, both during school or working hours and outside of those hours.

Appropriate Use

1. The operation of the internet relies heavily on the proper conduct of the users who must adhere to strict guidelines.

2. The use of the internet must be in support of education and research that is consistent with the educational goals and policies of the College. Any other use of the Internet shall be deemed inappropriate.

3. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

4. A Student Acceptable Use Agreement (AUA) must be signed by parents and students before Internet use can commence. The agreement specifically sets out acceptable uses, rules of on-line behaviour, and access privileges. Also covered, are penalties for violations of the policy, including security violations and vandalism of the system.

5. Teachers must discuss the agreement with students during the initial classes of the year so that all students understand the expectations and implications. All students are required to sign the agreement before access is granted.

6. Open communication with students and parents about how the internet is being used in the classroom is the best way to avoid misunderstandings and undue concern. The College may accomplish this by holding information sessions to introduce students and parents to the internet and its correct use.

7. It is impossible to control all materials on a global network, and it is acknowledged that an industrious user may discover and use inappropriate information. This may result in a breach of the Student Code of Conduct.

8. All students shall be responsible for notifying their teacher of any access to inappropriate material so that access can be blocked.

9. All staff shall be responsible for notifying their Coordinator/Level Leader of any access of inappropriate material so that access can be blocked.

10. Taking ideas or writings from another person and offering them as your own is called plagiarism and is an inappropriate use of the internet. See *Plagiarism Policy* for details.

11. The College makes no warranties of any kind, whether expressed or implied, for the technical service it is providing. The College will not be responsible for any damages suffered, including loss of data. The College will not be responsible for the accuracy or quality of information obtained through its Internet connection.

12. Vandalism of any form is inappropriate behaviour and a breach of the Student Code of Conduct. It will result in appropriate action being taken according to the *Student Behaviour Management Policy* the *Suspension and Expulsion Policy* as required. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or other networks. This includes the creation of, or the uploading of computer viruses onto the internet or host site.

13. All use of the College Network or equipment for bullying, harassment, racism or discrimination of any kind will not be tolerated and will be addressed through the College Anti-Bullying and Harassment Policy, and/or Student Behaviour Policy.

Downloading and uploading

1. Large files should not be downloaded or uploaded on the College network. If it is required for school-related purposes, permission should be sought from the relevant teacher and the IT Department notified.

Consequences of Inappropriate Use

1. If a College user violates any of these provisions, their actions may be referred to the College leadership team or Discipline Committee as per the *Student Behaviour Management Policy* and the *Student Code of Conduct*.

2. Consequences of inappropriate use of the network include, but are not limited to:

    a. cancellation or suspension of internet access,
    b. cancellation or suspension of computer access,

    c.   cancellation or suspension of contract for computer and Internet access,

    d.   cancellation or suspension of network account,

    e.   school suspension,

    f.   school expulsion and legal action and prosecution by the authorities.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Guidelines:

1. All users are expected to abide by the generally accepted rules of Internet Etiquette.

    a.   This means:
   - Being polite,
   - Not using vulgar, obscene, racist, or inappropriate language,
   - Not bullying or harassing others,
   - Not revealing address, phone number or other personal details to unknown individuals,
   - Not distributing or revealing information belonging to others,
   - Not disrupting the network or the data of others.

    b.   Electronic mail is not guaranteed to be private,

    c.   Credit should always be given to the person who created an article or idea. Students should include their sources of ideas or writings, i.e. include the URL (web address) in a bibliography,

    d.   Security should be a high priority. Do not reveal your College account's username or password to unauthorised individuals,

    e.   If a user identifies a security problem, the computer supervisor must be notified immediately – the problem should not be shown or identified to other students,

    f.   Users should not use another individual's account. Attempts to log on as another user may result in cancellation of privileges.

Publishing on internet

1. The College undertakes to ensure that information published on the internet by students, or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency and the Terms of Use for individual sites/platforms.

2. Credit should always be given to the person who created an article or idea. Students should include their sources of ideas or writings, i.e. include appropriate referencing details in reference lists and bibliographies.

Related Policies and Processes

- Anti-bullying and Harassment Policy
- Student Behaviour Policy
- Child Safety and Wellbeing Policy
- Child Safe Protection Code of Conduct
- Child Safe Standards
- Student Code of Conduct
- Digital Technologies and Procedures Policy
- Duty of Care
- Family Media Use Plan
- ICT Acceptable Use Agreement - Students
- Mobile, Phone Policy
- OH&S Policy
- Plagiarism Policy
- Suspension and Expulsion Policy

Relevant Documentation or Legislation

- Education and Training Reform Act 2006 (Vic)
- Privacy and Data Protection Act 2014 (Vic)