



# Computer & Internet Policy

---

Version 1.2

---

Prepared by	Garry Binks
-------------	-------------

---

Number of pages	3
-----------------	---

---

Date prepared	Feb 2011
---------------	----------

---

Monitored by	RCC Board
--------------	-----------

---

Review by	RCC Teachers
-----------	--------------

---

Date for Review	May 2018
-----------------	----------

---

Status	Adopted Policy
--------	----------------

---

## Version History

Version	Date	Notes
1.0	Feb 2011	Draft Document
1.1	12.03.14	Reissued without amendment
1.2	May 2016	Reissued without amendment

## Richmond Christian College Computer & Internet Policy

### Acceptable Use Policy

The mission of Richmond Christian College (RCC) Internet initiative is to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and spread of successful educational practices, methods, and materials.

RCC will be connected to the Internet through Advatel. This connection will provide access to local, national and international sources of information. In return for this access, every RCC user has the responsibility to respect and protect the rights of every other user in our community and on the Internet.

### RCC Code of Conduct

The Internet Code of Conduct applies to all users of the RCC network. It reads:

“I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to shine like a star in the universe (Philippians 2:15b), to be of service to others and to the community. I agree to follow the usage, and content rules as put forth in the RCC Internet Work Policy Statement.”

## **School Expectations for Cybersafety**

1. I will not use school Information and Communications Technology (ICT) equipment until my parents/caregivers and I have signed my Computer Use Contract and the completed form has been returned to school.
2. I will log on with my own user name at all times. I will not allow anyone else to use my login name, or my computer when I am logged in.
3. If my account is disabled I will report to the teacher to have my account enabled, I will NOT be permitted to use a computer until this has been resolved.
4. I will keep my password private and ensure that it is complex enough to ensure that no one is likely to guess it.
5. I will always ensure that I do NOT leave my computer logged on and unattended.
6. I will bear full responsibility for files in my directory and all actions taken using my account.
7. While at school or a school related activity, I will inform the teacher of any involvement with any ICT material or activity that might put me or anyone else at risk (eg bullying or harassing).
8. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes; not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
9. While using a school computer:
  - a. I will access, attempt to access, download, save and distribute only age appropriate and relevant material.
  - b. I will NOT attempt to get around or bypass security, monitoring and filtering that is in place at school.
10. If I accidentally access inappropriate material:
  - a. I will not show others
  - b. I will close the material immediately
  - c. I will report the incident to a teacher or staff member immediately.
11. To ensure my compliance with copyright laws, I will not download or copy files such as music, videos, games or programs without the permission of a teacher or the owner of the original material. If I infringe the Copyright Act 1968, I may be personally liable under this law.
12. If I bring my privately owned ICT equipment/devices, such as a laptop, mobile phone, USB/portable drive to school for a school related activity; I understand that it is also covered by the Computer Use Contract.

Any files on such equipment/devices must be appropriate to the school environment.

13. Only with permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.

14. I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:

- a. my full name
- b. my address or my e-mail address
- c. my phone numbers
- d. photos of me and/or people close to me.

15. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:

- a. not intentionally disrupting the smooth running of any school ICT systems
- b. not attempting to hack or gain unauthorised access to any system
- c. following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
- d. reporting any breakages/damage to a staff member.

16. The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including e-mail.

17. The school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including e-mail.

18. If I do not follow cyber-safe practices, the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

For further information on keeping cybersafe visit the Australian Government web site [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

## **RCC Internet Work Policy Statement**

### Usage Guidelines

The Internet user is held responsible for his/her actions. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of such unacceptable use are:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of others;
8. Posting anonymous messages;
9. Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
10. Violating the Content Guidelines as outlined below.

### Content Guidelines

Students will be allowed to produce materials for electronic publication on the Internet. Network administrators will monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any time.
2. All Student work must be signed with the student's full name.
3. Individuals in pictures, movies or sound recordings may be identified only by initials.
4. No text, image, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

RCC believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantage of access.

With this educational opportunity also comes responsibility. It is important that you and your child read this document and discuss it together.