



**Our Lady of Dolours
Catholic Primary School**
Living Loving and Learning in Christ

Acceptable Use Policy Computer, iPad and Internet Resources

Computer and Internet resources have become of critical importance to schools in facilitating and supporting learning and teaching. Technology resources are provided to students for educational purposes only.

Our Lady of Dolours School has established significant computing and communication resources to support these activities. This includes technology provided on school grounds and school owned notebooks/computers that may be taken off the school grounds with permission from the school. Our Lady of Dolours School has specific guidelines relating to the use of notebooks/computers as per agreement.

This document has been developed to inform users of their rights, responsibilities and obligations when using Computer and Internet resources, consistent with Brisbane Catholic Education's requirements that all such resources are used in an ethical, legal and responsible manner.

The requirements and rules set out below apply to all Our Lady of Dolours School technology resources whether they are accessed through computers owned by the school or through privately owned devices (for example, accessing school internet through a personal notebook or telephone).

Please read this document carefully. Each guardian/parent must agree that they understand the requirements of acceptable use and the potential consequences of a breach of this policy.

Responsibilities of Users

1. Students must comply with the rules for accessing technology resources in this document.

Permitted Use of Technology Resources

2. Students must only access Our Lady of Dolours School technology resources for school work. Students must not:
 - a. buy or sell items or services over the internet;
 - b. access or enter chat rooms;
 - c. access, post or send inappropriate internet or email content, especially content that is illegal, dangerous, private, obscene or offensive;
 - d. amend documents created by another student without that student's consent;
 - e. download, install or use unauthorised computer programs;
 - f. gain unauthorised access to any system by any means;
 - g. access or intercept emails sent to other persons;
 - h. Post photos of themselves or others in school uniform.

Confidentiality and Cyber-safety

3. Students should be aware that material posted on Internet sites (including Facebook and other social media sites) is public. The content of public posts may have personal implications for Students if, for example, potential employers access that material. The content of posts also reflects on our educational institution and community as a whole. Once information is on the internet it may not be possible to remove it.
4. Students should not display personal information about themselves or others in a way that is public. For example, students should not post their own or anyone else's address, telephone number or other personal details on the Internet or communicate these details in emails. Students must not distribute someone else's personal information without their permission.
5. Where disclosure of personal information is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur, and it is outside Our Lady of Dolours School's control to prevent such instances from occurring.
6. The operation and maintenance of technology resources often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and, as such, complete confidentiality and privacy cannot be guaranteed. Our Lady of Dolours School may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of technology resources is required.

Cyberbullying and Defamation

7. Students must not use email or the Internet to be inappropriate in what they say about other people. Improper use of technology resources could amount to defamation.

Security

8. Students must select a secure passcode for their iPad.
9. Students must not use another person's name and password to access resources.
10. Students must report a suspected breach of security to a teacher.

Copyright

11. Just because something is on the Internet it is not freely available – copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use Our Lady of Dolours School technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.

Consequences following a breach of this policy

12. A breach of this policy will be taken seriously and will result in disciplinary action.
13. Examples of possible consequences range from loss or restriction of access to technology resources, to formal disciplinary action for breach of School Discipline policy. Students and guardians/parents may be financially liable for damage caused to resources.
14. Cases of serious or deliberate breaches will be referred to external authorities.