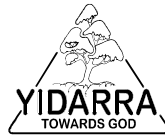


Yidarra Catholic Primary School



EMAIL AND INTERNET USE POLICY

RATIONALE

In recent years electronic communication has been introduced into schools predominantly through email and the Internet. The availability of such resources provides the opportunity for schools to help students develop their full potential, spiritually, academically, emotionally and physically.

In accordance with the teachings of the Catholic Church, the practice of communication must reflect the highest standard of truth, accountability and sensitivity to human rights.

Communication must always be truthful, since truth is essential to individual liberty and to authentic community among persons.

ACCEPTABLE USE POLICY

The policies here are designed to protect the Yidarra Catholic Primary School system from threats, unauthorised access by external parties, and provide a stable and reliable environment available for equitable use by all members of Yidarra Catholic Primary School in a productive and efficient manner. These policies reflect decisions made by management for the 'common good' of all users of the system in accordance with best practices.

Procedures and Policies – Hardware

Rationale

Yidarra Catholic Primary School provides access to desktop computing services on the basis that these services will be used in a professional and ethical manner. The provision of such services is primarily to further the approved work of the computer user.

Principles

1. Access to the Internet and the provision of email services is provided to assist in achieving the aims and objectives of Yidarra Catholic Primary School.
2. Information obtained or created is information belonging to the organisation and is subject to scrutiny.
3. The hardware and physical computer assets on the system remain the property of Yidarra Catholic Primary School. Care and respect should be given to this equipment at all times.

4. Yidarra Catholic Primary School provides desktop hardware to be used for Yidarra Catholic Primary School related work. Discretion is given to use of school equipment for personal use, however this should not bring Yidarra Catholic Primary School into disrepute. Unacceptable and/or unlawful use of technology systems may constitute misconduct and/or serious misconduct and may warrant disciplinary action.

Procedures and Policies - Software

Rationale

Yidarra Catholic Primary School provides access to desktop software that is appropriate and licensed on the basis that these services will be used in a professional and ethical manner. The provision of such services is primarily to further the work of the computer user.

Principles

1. Access to software is provided to assist in achieving the aims and objectives of Yidarra Catholic Primary School.
2. Information obtained or created is information belonging to the organisation and is subject to scrutiny.
3. The software, software licences and associated media on the system remain the property of Yidarra Catholic Primary School. The software is not to be modified or removed from the Yidarra Catholic Primary School. Procedures for the distribution of software exist to protect the licensing responsibilities of Yidarra Catholic Primary School.
4. No unauthorised software is to be installed on the system at any time. This includes software on laptops owned by Yidarra Catholic Primary School, software relevant to peripheral devices, internet downloads, or any piece of software to be run on the system. The addition of non-essential software degrades computer performance and productivity.
5. The use of floppy disks is discouraged and the media will not be provided by Yidarra Catholic Primary School. The risk of virus infection is too high. Floppy disks containing Yidarra Catholic Primary School data should not be required at any time.
6. Memory sticks and other portable storage devices have been sanctioned by the school as an acceptable medium for transferring data in the following circumstances: Memory sticks are never to be used as the primary storage for Yidarra Catholic Primary School data since they cannot be backed up by the system.
7. Computer hardware is not to be used to play personal music as it may compromise the copyright stance of the school and slows the machines and network. Stand-alone radios and personal CD players are to be used for this purpose.
The use of programs such as Napster, Kazaa or similar services is banned within Yidarra Catholic Primary School and is unacceptable in a professional organisation.
8. The use of instant messaging programs such as Windows Messenger is not permitted. The use of IRC, telnet and related programs is also against Yidarra Catholic Primary School policy.

Procedures and Policies – Security

Rationale

All employees of Yidarra Catholic Primary School are governed by security procedures and practices to protect the school and its clients from damage and liability.

Principles

1. Under no circumstances are personal passwords to be divulged to another person for the purposes of accessing systems or files. The correct procedure for accessing shared files is to retrieve them from within the shared folder.
2. The use of non-Yidarra Catholic Primary School web-based email accounts such as Hotmail or Yahoo is discouraged within Yidarra Catholic Primary School. Opening this type of email and downloading files may introduce viruses to the system and slows network performance for Yidarra Catholic Primary School network services.
3. If you are away from your computer from any extended period of time, you are required to log off or shut down your computer. This removes the possibility of any unauthorised persons gaining access to your personal files and folders or confidential information and allows other Yidarra Catholic Primary School users to make use of the computer while it is not occupied.

Internet Policy

Rationale

Yidarra Catholic Primary School provides access to Internet, email and intranet services on the basis that these services will be used in a professional and ethical manner. The provision of such services is primarily to further the work of the computer user.

Principles

1. Access to the Internet and email services is provided to assist in achieving the aims and objectives of Yidarra Catholic Primary School.
2. Information obtained belongs to the organisation and is subject to scrutiny.
3. The use by staff of Internet and email facilities should not bring Yidarra Catholic Primary School into disrepute.

Confidentiality

Computer users have a responsibility for ensuring appropriate levels of confidentiality for information and materials that they work with or have access to.

During the discharge of its duties, Yidarra Catholic Primary School processes a significant amount of sensitive information. The clients we serve rightly demand a mature and professional approach to the handling of sensitive information.

All staff in Yidarra Catholic Primary School should be beyond reproach for their attitude and practice in the handling of confidential and sensitive information.

Procedures

1. The following descriptions for acceptable and unacceptable use of Internet and email facilities should be observed by all employees:
 - 1.1 **Acceptable Use:**
Acceptable use includes:
 - Gathering and disseminating of information, encouraging collaborative projects and resource sharing, assisting technology transfer, fostering innovation, building broader infrastructure in support of education and research, fostering professional development, undertaking administrative functions and any other tasks that support the school.
 - 1.2 **Unacceptable Use:**
Unacceptable use includes:
 - Accessing networks without proper authorisation.

- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, including threatening, sexually explicit or harassing materials, offensive or discriminatory materials or material that may be harmful either physically or emotionally, including bullying or harassment of work colleagues outside Yidarra Catholic Primary School.
 - Communicating information concerning a password, identifying code or other confidential information.
 - Interfering or disrupting network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of viruses in any form and using the network to make unauthorised entry to any other machine accessible via your network.
 - Breaching copyright laws, including software copyright and re-engineering of software.
 - Conducting private business matters.
2. Unacceptable and/or unlawful use of email and internet systems may constitute misconduct and/or serious misconduct and may warrant disciplinary action.
 3. All emails originating from Yidarra Catholic Primary School are deemed to be electronic records of the school and should reflect the Yidarra Catholic Primary School Ethos and remain appropriate for all conversations. Email is subject to scrutiny and a copy of a user's mailbox may be kept on file indefinitely.
 4. Email should not be used to disclose personal information of another except in accordance with Yidarra Catholic Primary School's Privacy Policy or with proper authorisation.
 5. The Privacy Act (2000) requires both employers and employees to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.
 6. Email is not confidential and may be viewed as part of the normal operation of the mail system.

Printing

1. Yidarra Catholic Primary School has in place a combination of standard networked laser printers, photocopiers, fax machines and multifunction devices. The technology is ideally dispersed in such a way as to provide an equitable spread of printing functionality for all employees and additional capabilities for specialty areas. These printing devices are black and white and are the major source of printed content for Yidarra Catholic Primary School.
2. Yidarra Catholic Primary School has a colour laser printer for use **by staff**. Colour printing is expensive and discretion should be used when printing in colour.

Scanning

1. Yidarra Catholic Primary School has in place a combination of networked document scanners (photocopiers) and flatbed scanners available for general use by staff. The document scanners are capable of black and white scans and deliver the file by email as PDF. The flatbed scanners are for colour photos and optical character recognition (OCR) and will save the file in a standard image format (JPEG).
2. Copyright material should not be scanned or reproduced without the authorisation of the Yidarra Catholic Primary School copyright officer.
3. Confidential material should not be scanned using the document scanners since they will be delivered by email and email is not secure in transmission.
4. When scanning colour using the flatbed scanners, image size and quality should reflect the desired end use of the item. Image resolution should not exceed 150 dpi and be saved as JPEG or JPG.

Important ICT Statutes

IMPORTANT STATUTES WHICH ARE APPLICABLE TO USE OF SCHOOL ICT INCLUDE:

1. Copyright Act 1968 (Cth)

Staff may copy or otherwise deal with copyright material for the purpose of study or education. Generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

2. Equal Opportunity Act 1984 (WA)

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

3. Censorship Act 1996 (WA)

Staff must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

4. Criminal Code (WA)

Staff should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

5. Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, is illegal.

6. Privacy Act 1988 (Cth)

Staff should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.