

## Acceptable Internet Usage Policy

The purpose of these guidelines is to assist schools in their understanding of the legal issues relevant to their use of ICT and in general, computers and related services and resources. School use of electronic resources should always be legal and ethical, reflect Christian spirit and values as well as community standards, reflect academic honesty, and show restraint and consideration in their shared use. The intention of ICT is to provide support in teaching and learning, research and administration. Access to these resources is intended to facilitate increased learning opportunities for the school within the framework of the purpose and mission of Catholic education, through the provision of information and enhanced opportunities for teaching and learning, communication, research and collaboration.

### Procedure:

Users must know, understand and respect the laws relating to intellectual property, ownership of data and information, individuals' right to privacy and system security mechanisms. In general, schools and authorised personnel using ICT resources are accountable for (but not limited to):

- A duty of care in terms of the information they provide and access through ICT
- Ethical and appropriate use of information and networks.
- The need to maintain privacy and confidentiality and respect the personal rights of others.
- The need to deal with material in which intellectual and industrial property rights may subsist in law including the law of copyright, registered designs, trademark and patents.
- The cost-effective use of the information services.
- Adherences to considered and appropriate record management practices.

### Internet Use Policy:

As a result, schools need to develop an acceptable ICT Use Policy ([Appendix 1100.01](#)), which makes it clear that staff, students, parents and the school community must observe the legal requirements of:

- ICT Usage in these procedures and;
- Monitor usage for compliance within these procedures.

### ICT Acceptable Use Statement for Staff

Townsville Catholic Education Office (TCEO) will provide access to ICT in schools in the Townsville Diocese. Access to computing, networking and telecommunications facilities owned or operated by Townsville Catholic Education Office (TCEO) and schools requires certain responsibilities and obligations and is granted subject to the policies of Townsville Catholic Education, the school and to State and Federal laws. Access is granted in accordance with the following terms and conditions:

#### 1. Rationale: Beneficial Intentions of the Service

Authorised personnel in TCE schools are provided with access to selected ICT to support their role in teaching and learning, research and administration. Access to these services and resources is intended to facilitate increased learning opportunities for school personnel within the framework of the purpose and mission of the Catholic school through the provision of information, and enhanced opportunities for communication and collaboration.

Use for other non-educational reasons, including but not limited to, conducting business or commercial activity, other profit making ventures, product advertising, disclosure of personal, private or TCEO information, political activity and mischievous or fraudulent purposes, is not acceptable and may be dealt with under TCE policies, or State or Commonwealth law as applicable.

#### 2. Acceptable, Ethical Use

All schools and authorised personnel may make appropriate use of the facilities which should always be legal and ethical, reflect Christian values as well as community standards, academic honesty, and restraint and consideration in the shared use of resources. Users must know, understand and respect the laws relating to **intellectual property, ownership of data and information**, system security mechanisms and the individual's right to privacy.

# Acceptable Internet Usage Policy

In general, schools and authorised personnel using ICT are accountable for (but not limited to):-

- A duty of care in terms of the information they provide and access through ICT;
- Ethical and appropriate use of information and networks;
- The need to maintain privacy and confidentiality, and respect the personal rights of others;
- **The need to deal with material in which intellectual and industrial property rights may subsist in law including the law of copyright, registered designs, trademarks and patents;**
- The cost-effective use of the information services;
- Adherence to considered and appropriate records management practices.

In particular, (including but not limited to the following) schools and authorised personnel:-

- Must use a **secure password** and not divulge it to others. If it is believed that a password has been compromised or an account used by others, steps must be taken to change the password and/or account immediately. If this cannot be actioned at the school, TCEO personnel must be contacted for assistance;
- Must not share the use of accounts;
- Must not attempt to gain access to systems or services without authorisation, or engage in activities which disrupt or corrupt services or information;
- Must not disclose personal information of school personnel or group email addresses to agencies or individuals outside TCE;
- Must not access, intercept, modify or destroy email, data, files or programs belonging to other users or engage in activities which harass or threaten other users;
- Must not access, download or distribute copyrighted or illegal material of a morally dubious nature from the Internet and other related services and resources;
- Must observe the educational license requirements when accessing ICT.

### 3. Legal Responsibilities, Security, Filtering, Reporting and Consequence

TCEO strives to cooperate with other system administrators, network providers, legal authorities of the State and Commonwealth and the international community to provide a reliable and trustworthy service.

Users need to be aware that good system administration includes regular backups, filtering, monitoring and reporting of logs reflecting all use of ICT and TCEO will be using these procedures.

Normal system administration may have the effect of collecting personal information provided by the user including any electronic messages, both active and deleted, as well as Internet, Extranet, Intranet sites and other related services and resources visited. Whilst TCEO respects the privacy and the right to use this service as freely as possible, the right is reserved to filter, monitor and report on user activity to ensure adherence to the principles of this document and then to act as deemed appropriate.

The TCEO response to proven illegal, unethical or unacceptable use of these services depends on the severity of the breach. This response may include suspension of access privileges, archiving of user data as part of TCEO records, or continuing employment considerations. Giving access to appropriate records to State or Commonwealth authorities for the purposes of their lawful investigations may also be considered.

The user, by accessing and using Townsville Catholic Education and school ICT resources and by entering personal information into the system, consents to the use or disclosure of that information by TCEO.

### 4. Disclaimer

TCEO will not in any circumstance be responsible for any incidental or consequential damages of any nature or kind whatsoever incurred in or as a result of the use of ICT, including but not limited to damages arising from a breach of the conditions in Section 2.

Townsville Catholic Education does not guarantee the quality of accuracy of Internet information. Users are responsible for evaluating the validity and integrity of Internet information.

I have read and understood the conditions of use of the TCEO ICT and agree to abide by these conditions.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_