



NETWORK & ONLINE COMMUNICATION

POLICY DETAIL

Revision #	2
Effective Date	June 2023
Review Date	January 2026

CONTEXT

The delivery of Information and Communication Technology, and in particular the use of computers, is integral to contemporary educational theory and practice. Thomas More is committed to providing a wide range of opportunities for its students, whose diverse needs can benefit from exposure to, familiarity with, and expertise in computer related technology.

PHILOSOPHY

It is imperative that students at Thomas More College are accessing and using communication technologies in an acceptable manner in accordance with our College values, policies and the law. This document sets out the security, administration and internal rules which should be observed when communicating electronically or using the Information Communication and Technology facilities provided by the school. Users should be familiar with the terms of this Policy in order to minimise potential damage to colleagues, students and the school, which may arise as a result of misuse of email, Internet or computer facilities.

PROCEDURE

Introduction

To gain access to the network, all students must obtain parental permission and must sign and return this form to the Director of e-Learning.

Individual users of the College computer network are responsible for their behaviour and communication over the network. It is presumed that users will comply with Thomas More College standards and will honour the agreements they have signed. While the College will endeavour to ensure that students do not access material which is inappropriate and offensive on the Internet and will instruct students in the proper and responsible use of the Internet, the College cannot be held liable for the actions of students who deliberately contravene the College's policies and guidelines. The College will do all in its power to restrict student access to objectionable material and will monitor and control access within the limits of current available technology and procedures.

The following is not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or the computer network
- Violating copyright laws
- Using other people's account and password
- Trespassing in other people's folders, work or files
- Intentionally wasting limited resources
- Installing software without teacher permission
- Accessing inappropriate Internet sites
- Storing of personal files.

Infringements are likely to result in a loss of network access, and other appropriate disciplinary action will be taken.

Access and Security

Students will:

- Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard
- Ensure that communication through internet and online communication services is related to learning
- Keep passwords confidential, and change them when prompted, or when known by another user. Do not use passwords that are not obvious or easily guessed
- Never allow others to use their account
- Log off at the end of each session to ensure that nobody else can use their account
- Promptly tell their supervising teacher if they suspect they have received a computer virus or spam , (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- Never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence
 - a computer virus or attachment that is capable of damaging recipients' computers
 - chain letters and hoax emails
 - spam, e.g. unsolicited advertising material
- Never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory
 - comments
 - threatening, bullying or harassing information to another person or make excessive or
 - unreasonable demands upon another person, sexually explicit or sexually suggestive material or correspondence
 - false or defamatory information about a person or organisation
- Ensure that personal use is kept to a minimum and internet and online communication services are used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted
- Never damage or disable computers, computer systems or networks of Thomas More College
- Ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose
- Be aware that all use of internet and online communication services can be audited and traced to the accounts of specific users.

Privacy and Confidentiality

Students will:

- Never publish or disclose the email address of a staff member or student without that person's explicit permission
- Not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others. Ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:

- Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used. Ensure that permission is gained before electronically

publishing users' works or drawings. Always acknowledge the creator or author of any material published

- Ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be:

- Held responsible for their actions while using internet and online communication services
- Held responsible for any breaches caused by them allowing any other person to use their account to access internet and online communication services
- The misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

Students will report:

- Any internet site accessed that is considered inappropriate, or any suspected technical security breach involving users from other schools, TAFEs, or from outside Thomas More College.

Policy Approvals	Signature	Dated
Approved by Principal	Shannon Bertram (per CT)	27 / 09 / 23
Ratified by College Board	Debbie Bittoto	27 / 09 / 23