Access to e-mail and internet services (school services) in the school is provided to students in order to support their educational and administrative needs. These school services are a necessary and vital tool and must be used in a responsible manner. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This Policy is intended to inform parents and students of our school's expectations when students are using these school provided services. If a student acts in a way that is against the contents of the policy, he or she will be subject to consequences according to the school's Pastoral Care Policy. The school reserves the right to capture, store and review all internet browsing and emails across our school network. Devices may be taken or accessed if it is believed that:

- There has been or may be a breach of school rules or policy
- There may be a threat of harm to a student or others or system security. This policy also refers to the use of mobile phones which, through advancements in technology have become portable computers.

**CYBERSAFETY REQUIREMENTS**

This policy addresses the particular use of these technologies both within and outside of school that has come to be referred to as 'Cyberbullying'. The school will investigate and take action where this kind of bullying occurs during school hours AND outside of school hours when it causes significant harm to the relationships between students and or teachers, or is criminal in nature.

1. When using the school services **students will**:
   - ensure that communication through Internet and Email Services is related to learning
   - keep passwords confidential, and change them when prompted, or when known by another user.
   - use passwords that are not obvious or easily guessed.
   - log off at the end of each session to ensure that nobody else can use their e-learning account.
   - promptly tell their 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.
   - ensure that copyright permission is gained before electronically publishing the works or drawings of others. Always acknowledge the creator or author of any material published.
   - keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
   - ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the school services **students will not**:
   - disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
   - allow others to use their personal account.
   - deliberately use the electronic identity of another person to send messages to others or for any other purposes.
   - enter ‘chat’ or ‘social networking’ internet sites.
   - use unauthorised programs or intentionally download unauthorised software, graphics or music that is not associated with the learning activity as directed by a staff member.
   - damage or disable computers, computer systems or networks.
   - disclose personal information about another person (including name, address, photos, phone numbers)
   - distribute or use information which is copyrighted without proper permission.
   - take photos or videos of members of the school community without their consent.
   - do anything that compromises the security of the school network.
3. When using school services students will 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, eg unsolicited advertising material.

4. When using school services AND outside school services students will never send or publish either through internet sites, e-mail or mobile phone messages to another student or staff member:
   • unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments. (including swear words in an email)
   • threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
   • sexually explicit or sexually suggestive material or correspondence.
   • false or defamatory information about a person or organization.
   • The school name or crest without the written permission of the Principal.

Students need to be aware that all use of Internet and Email Services can be monitored and traced to the accounts of specific users. It is possible for the Network Administrator to access all students’ folders and access a detailed log of every website that you have visited. It is in the best interest of all students that if anyone is aware of another student abusing the system that they report the incident to the Network Administrator immediately.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services. This applies to all students - even those doing electives which require the constant use of technology.

Student Agreement and Parent Permission Form

If we have discussed this policy with my/our child and we agree to uphold the expectations of the school in relation to the use of Email, Internet and Mobile Phone services both at school and, where relevant, outside of school. We understand that an evidenced breach of this policy will incur consequences according to the school’s Pastoral Care Policy.

Parent/s or Caregiver’s Name: .................................................................

Parent/s or Caregiver’s Signature: ............................................................

I have read and discussed this policy with my family and I agree to be a cybersafe student and always uphold these rules both within and outside of school.

Student Name: .................................................................

Student Signature: .................................................................