1. ACCEPTABLE USE

- The network has been established for a **limited educational purpose** including classroom activities, career development and limited high-quality self-discovery activities. These activities must be carried out according to the directions given by Holy Spirit College staff.

- Students should **only use software specified by their teacher** for activities specified by their teacher.

- Use of the internet outside of class time is permitted if the student is in possession of an assignment sheet indicating a need for the use of the internet.

2. UNACCEPTABLE USES

- Student use of the Holy Spirit College network must not conflict with the Catholic ethos, any part of the Acceptable Use Policy or other College policies.

- Examples of unacceptable use include but are not limited to:
  - Spreading, hacking, pornography, obscenity, harassment, abuse, defamation, blasphemy, deception, creation or spreading of viruses and engaging in any illegal act.

- Students may not use the Holy Spirit College network for commercial purposes.

- Students may not offer, provide or purchase products or services through the network.

- If you mistakenly access inappropriate information, you must immediately tell your teacher.

3. SYSTEM SECURITY

- Students may not enter computer rooms unless a teacher is present.

- No food, drink or gum (or any other substance or activity that is likely to damage school property or the rights of other inhabitants) is allowed in the computer rooms.

- Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account.

- Students must not attempt to gain unauthorised access to the network or to any other computer system through the network or go beyond their authorized access. This includes attempting to use another person’s account or access another person’s files.

- Students must not make deliberate attempts to disrupt the computer system or destroy data.

- Students should immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not go looking for security problems, as this may be construed as an illegal attempt to gain access.

- Students are not permitted to load any software onto Holy Spirit College computers unless directed to do so by their teacher as part of a class activity.
4. PERSONAL SAFETY

- Students must not transmit personal or private information about themselves or other people. This includes but is not limited to addresses and telephone numbers.
- Students should promptly disclose to their teacher or another College employee any message received that is inappropriate or makes them feel uncomfortable.
- Students must not agree to meet with someone they have met online.

5. RESOURCE LIMITS

- Users should regularly remove old or unwanted files from their server space.
- All hardware needs to be treated with care. Any damages or malfunctions need to be reported immediately to a staff member.
- Students should not download files unless permission has been granted by the Information Technology Co-ordinator.
- The internet is not to be used for listening to music.

6. PRINTING

Students should avoid printing from the Internet. Content should be copied and pasted into Word, edited and then printed. (Please note the following section regarding copyright obligation.)

- Single copies only of documents should be printed.
- Duplicate assignment sheets, printing for other subjects, and any waste of printing resources will be charged at 20c per page for black and white, or $1 per page for colour.

7. PLAGIARISM AND COPYRIGHT INFRINGEMENT

- Students must not plagiarize works that are found on the Internet.
- Students must comply with all applicable laws and regulations.
- The rights of copyright owners should be respected. Permission should be requested from the copyright owner where there is uncertainty over rights to use a work.
- Illegally copied music should not be brought to the College.
- Students should not retransmit a message that was sent to them privately unless permission is granted by the person who sent the message.

8. LIMITATION OF LIABILITY

- The College makes no guarantee that the functions or the services provided by or through the College system will be error-free or without defect. The College will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
IT Acceptable Use Policy

- The College is not responsible for financial obligations arising from the unauthorised use of the network.
- The College accepts no responsibility for the contents of sites accessed through links on the College website.

9. CONSEQUENCES

- Students who breach this Acceptable Use Policy in relation to internet usage will in the first instance have their internet access withdrawn for a period of one week. (This may be increased depending on the circumstances of the breach) Any subsequent breaches of the internet will result in further withdrawal from the internet or computer usage based on individual circumstance.

- Any breach which is unrelated to internet usage will result in withdrawal from computer access and network usage for a period of one week in the first instance (This may be increased depending on the circumstances of the breach). Any subsequent infringements (which will be evaluated on an individual basis) will result in an increased period of suspension from the college computers and network.

- A letter will be sent home to parents in the event that a student has been withdrawn from computer/network access or in the event that a student has infringed internet usage on a number of occasions.

- More severe consequences will be enacted for a repeat offender.

- It is expected that damages will be paid for in full should a student mistreat equipment.