

# ST. MICHAEL'S NETWORK USER GUIDELINES



## GENERAL TERMS AND CONDITIONS FOR USE OF THE NETWORK

The computers in the school are connected via a network. That is, all computers access a central server for sharing files and programs and for storing data. Appropriate use needs to be maintained at all times in order to allow all users to have access.

Users are expected to display appropriate behaviours when using the network at all times. These include:

-  Log on to the network as the correct user (e.g. yr3).
-  Access only those files directed to by the teacher.
-  Print only what is necessary and at the direction of the teacher.
-  Exit all programs correctly.
-  Only teachers are to change any settings on the computers (e.g. screensavers, backgrounds, colours, icons, Internet homepages...)
-  Malicious acts of vandalism will not be tolerated (e.g. deliberately introducing a computer virus, deliberate breakage of hardware, interfering with folders belonging to others).

## TERMS AND CONDITIONS FOR USE OF THE INTERNET

Internet access is available to students at St Michael's School via the Catholic Education Network (CathEdNet).

We are very pleased to have this access at our school and believe the Internet offers vast, diverse and unique resources to the community.

### **WHAT IS THE INTERNET?**

The Internet is a system of computers throughout the world that are all connected. When you log on to the Internet you have access to all the information contained on those computers. "Some uses of the Internet include, but are not limited to, the following:

-  Gathering information on almost any subject
-  Communicating with others via e-mail
-  Joining discussion groups on a specific topic

- 🔒 Publishing student work
- 🔒 Communicating with experts in any field.”

With access to computers and people all over the world, also comes the availability of material that may not be considered to be part of educational value in the context of the school setting. We will be taking available precautions to restrict access to controversial materials through filtering particular Internet sites. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide resource far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

### **Students should only access the Internet under the supervision of a teacher or assistant.**

Internet access is coordinated through a complex association of government agencies, regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to accept. In general this requires efficient, ethical and legal utilisation of the network resources.

“This powerful educational tool is a **privilege**. It can provide countless hours of exploration and use, but like a drivers license, it is a **privilege** that can be taken away for breaking the rules.”

Users are also expected to abide by the generally accepted rules of network etiquette (netiquette). These include but are not limited to the following:

- 🖥 Be polite. Use appropriate language
- 🖥 Be careful about what you say about others. E-mail is easily forwarded.
- 🖥 Do not pretend to be any other person when communicating on the Internet.
- 🖥 Do not divulge personal details of any kind that could put anyone, including yourself, at risk.
- 🖥 Do not use the network in such a way that you would disrupt the use of the network by other users. Disruptive uses, for example, are “spam mail.”
- 🖥 All communications and information accessible via the network should be assumed to be private property.
- 🖥 Statements offered by you are your opinion and do not necessarily reflect those views held by St. Michael’s.
- 🖥 Transmission of inappropriate or offensive material is prohibited.
- 🖥 Reference all URL’s (web site address) in your work (eg with the URL <http://www.kidsites.com/sites-edu/math.htm> you only need to copy up to the first forward slash (/) <http://www.kidsites.com/>

The internet is unregulated and the information found on the Internet has not been verified for accuracy. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Parents will be notified of any breaches of this policy.

Students are not to reveal their **personal home address, home phone number or numbers of any other individuals**. Your personal signature on any E-mail must use the school address only. You must notify your parent(s)/ guardian(s) and teacher immediately if any individual is trying to contact you for illicit purposes.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. **No software of any kind may be brought from a student's home for use on any school computer.**

## ST MICHAEL'S NETWORK USE STUDENT AGREEMENT

- I have read the St Michael's Network User Guidelines.
- I understand that the use of the school network services, including Internet access is a privilege, not a right.
- I understand and will abide by the St Michael's Network User Guidelines.
- I also understand that my failure to comply with the guidelines can result in the loss of my network privileges, as well as more serious disciplinary action.
- I will not give my user name and password to anyone.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## ST MICHAEL'S NETWORK USE PARENT OR GUARDIAN PERMISSION

As the parent or guardian of this student, I have read and understand the St. Michael's Network User Guidelines. I also understand that this access is designed for educational purposes, and that the school personnel will make every effort to properly supervise my child's use of the network services.

I understand that since it is technically impossible for St Michael's to restrict access to ALL controversial materials, I will not hold them responsible for any materials acquired on the network.

I hereby give permission for my child to use the service.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_