

# **ST PAUL'S SECONDARY SCHOOL**

## **E-MAIL/INTERNET USER POLICY**

### **Acceptable Use Policy (AUP)**

The function of this AUP is to educate parents, pupils, staff and management about the particular educational purpose of the School's computer network system.

The AUP will contain rules for the efficient and ethical use of the Internet. Internet use and access to the computer system is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions outlined in the AUP will be imposed. This AUP will help protect students, staff and the school by stating what is acceptable and what is not. It will ensure that each user will benefit from learning opportunities offered by the school's internet and computer resources in a safe and effective manner.

Among the reasons for having an AUP in the school are the following:

- To preserve all digital materials created by pupils and teachers
- To protect vulnerable children from inappropriate approaches
- To discourage children from making inappropriate personal disclosures
- To encourage ethical behaviour, and discourage criminal behaviour
- To encourage accepted Netiquette from the very start
- To encourage polite and civil communication
- To encourage individual integrity and honesty
- To encourage respect for others and their private property
- To allow enforcement of necessary rules of behaviour
- To encourage equal access to educational opportunities for all children
- To protect the school networking equipment and software from danger
- To help control costs by limiting storage space needs and other network costs
- To help improve network efficiency by influencing resource usage
- To share responsibility for the risks of using the Internet
- To reduce the risk of lawsuits against teachers, schools and providers
- To discourage copyright infringement, software piracy and plagiarism
- To discourage slander, libel, defamation and mendacity
- To discourage profanity, obscenity, pornography and waste

- To discourage network game-playing and anonymous messages
- To discourage use of computers and networks for profit
- To assure Internet users that their online activities are monitored
- To assure Internet users that their e-mail privacy is (or is not) being respected

Pupils may not allow others to use their account name and/or their password. Violation of this rule could jeopardise your access to the Internet and pupils who violate this rule will immediately lose all network computer access.

The use of the network for commercial purposes is forbidden.

Parents must understand that their child may encounter material in a Network/Bulletin/Board/Chat Room that they may consider inappropriate (vulgar jokes, statements of belief that some may consider immoral, pornography, etc.). The pupil is responsible for not pursuing material that could be considered offensive.

### **Acceptable Use Policy**

#### **Educational Purpose**

The computer system in St. Paul's Secondary School has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development and limited high-quality self-discovery activities such as project work and research. Pupils will use the internet and computer system for these educational purposes only.

Unsupervised access by students to the computer rooms is not allowed.

The computer system has not been established as a public access service or a public forum. The school has the right to place reasonable restrictions on the material accessed or posted through the system. Users are also expected to follow the rules set forth in the disciplinary code and the law in the use of the school computer system.

Pupils will observe good etiquette at all times and will not undertake any actions that may bring the school into disrepute. Classroom rules will be adhered to.

Users may not use the computer system for commercial purposes. This means one may not offer, provide, or purchase products or services through the computer system.

This AUP will be amended from time to time as is deemed necessary by the school. A copy will be made available to all new pupils and teachers. The current Policy will be available to all in the school. It is the pupil's responsibility to ensure familiarity with the current AUP.

### **Unacceptable Uses**

The following uses of the school computer system are considered unacceptable:

#### **1. Personal Safety**

The User:

**will not** post personal contact information about himself or other people. Personal contact information includes address, telephone, school address, work address, photograph, etc.

**will not** agree to meet with someone contacted online.

**will not** sign a 'guest book' on a Web page on behalf of St. Paul's Secondary School.

**will not** send anonymous e-mail or use the e-mail address of another

**will** promptly disclose to the Principal or the Deputy Principal, any message received that is inappropriate or which makes you feel uncomfortable.

## 2. Illegal Activities

The User:

**will not** attempt to gain unauthorised access to the computer system or to any other computer system through the school computer system or go beyond the authorised access. This includes attempting to log in through another person's account or access another person's files. **These actions are illegal**, even if only for the purposes of "browsing".

**will not** make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. **These actions are illegal.**

**will not** use the computer system to engage in any other illegal act.

## 3. System Security

The User:

Is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use the account. Under no condition should the User provide his/her password to another person. Students are responsible for logging out of their account while they are away from their PC to ensure their personal work cannot be accessed.

## 4. Inappropriate Language

Restrictions in the use of inappropriate language apply to public messages, private messages and material posted on Web pages or any PC in the school.

The User:

**will not** use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

**will not** post information that could cause damage or a danger of disruption.

**will not** engage in personal attacks, including prejudicial or discriminatory attacks.

**will not** harass another person. Harassment is persistently acting in a matter that distresses or annoys another person.

**will not** knowingly or recklessly post false or defamatory information about a person or organisation.

## 5. Respect for Privacy

The user:

**will not** re-post a message that was sent privately without permission of the person who sent the message

**will not** post private information about another person

## 6. Respecting Resource Limits

The user:

**will** only use the system for educational and career development activities

**will not** install or download any software files

**will not** use e-mail without prior permission

**will not** post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people

**will** subscribe only to high-quality discussion group mail lists that are relevant to your education or career development

**will not** use any form of messenger or engage in any "real-time" discussions

## 7. Plagiarism and Copyright Infringement

The user:

**will not** plagiarise works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original. All sources should be acknowledged.

**will** respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. In case of doubt, permission should be sought from the copyright owner.

## 8. Inappropriate Access to Material

The user:

**will not** use the computer system to access material that is profane or obscene (pornography) or that advocates illegal act, or that advocates violence or discrimination towards other people.

If the User mistakenly accesses inappropriate information, the teacher should be informed. This will protect the User against a claim that there was intentional violation of this Policy.

Parents/guardians may instruct their son/daughter if there is additional material that they think would be inappropriate to access. The school fully expects that pupils will follow their parent's /guardian's instructions in this matter.

