

St Teresa's School

ELECTRONIC MEDIA POLICY



Preamble

Access to computer facilities, e-mail and the Internet is provided to learners at St Teresa's as tools to increase their overall efficiency and effectiveness in the performance of their academic duties.

The computer facilities in the computer room are primarily for educational purposes. To this end girls may have access to the room from 07:00 to 16:00 and may print their work as long as they have obtained permission from one of the computer teachers.

Learners are responsible for their behaviour on school computers just as they are in classrooms or on school grounds. Communications via computer are often public in nature and so general school rules for behaviour and communications must apply, since pupils are presenting an image of St Teresa's while on the network. Learners need to remember that they are ambassadors of the school, and their identity is the generic school identity, rather than an individual one.

Learners should be cautious about how they represent themselves when using St Teresa's Computer facilities, e-mail and Internet system. A learner's remark or comment may be interpreted as St Teresa's position or instruction.

School-related uses of the Internet include accessing external databases, libraries, newspapers, newsletters, magazines, bulletin boards or encyclopedias to obtain reference information or conduct research. Learners are reminded that authors of information have copyright and intellectual property rights, unless these are explicitly waived. Permission must be obtained from the author before information is used or duplicated.

Use of e-mail and the Internet.

Abuse of or improper use of the computer facilities, e-mail or the Internet will not be permitted and will result in disciplinary action. Unacceptable usage includes, but is not limited to, the transmitting, retrieving, storage or display of the following:

- a. Material of a discriminatory nature;
- b. Obscene or pornographic materials;
- c. Derogatory or inflammatory remarks of any nature;
- d. Abusive, profane or offensive languages;
- e. Chain letters, petitions and spam.
- f. Political or religious viewpoints in contravention to the School's ethos;
- g. Materials or language that might be deemed to constitute harassment;
- h. Video, voice clips, music clips and/or picture files unconnected to St Teresa's business (without a teacher's express instruction);
- i. Make use of IRC or "chat rooms" (without a teacher's express instruction);
- j. Make use of a social networking site such as Facebook (without a teacher's express instruction)

Learners may not access their private e-mails accounts at school such as hotmail or Gmail using the school's facilities.

Receipt of indecent or offensive material may not be preventable, but retransmission of such information at school is strictly prohibited. A Year Head or a Senior Member of the appropriate Department should be advised of all such occurrences.

Learners may not generate or forward electronic junk mail or spam using the school's resources. (Junk mail is all unsolicited e-mail, which has little or no value to the recipient).

Learners may not use the School computers, internet, e-mail, electronic messaging systems or other resources to infringe the copyright or other intellectual property rights of third persons, to distribute defamatory, fraudulent or harassing messages, or otherwise to engage in illegal or wrongful conduct.

Learners may not use e-mail or the Internet system for private commercial gain or to solicit money for personal causes.

Learners may not post web pages on the St Teresa's School systems, whether School related or private. Any publishing should be strictly co-ordinated/approved with the relevant subject head as to the content and structure of the document.

From time to time certain web sites, protocols and file type may be blocked by the IT Administrator in order to manage the Internet bandwidth available to network learners. No learner's may access websites intended to circumvent these restrictions.

Learners are not to go onto any web sites that may be indecent or contain information that may be harmful to the School or learners. Learners may not go to web sites that are not school related.

No views or information concerning St Teresa's and its business, staff or other learner's may be posted on any electronic boards, any electronic forums, mailing lists, blogs, Internet chat rooms or any social networking interface provided by the Internet or any other form of digital communication without the proper authorization.

Storage of Data on the Network

Each learner's profile should be treated like their school files – neat and properly ordered in appropriate folders. Computer administrators may review files and communications to maintain system integrity and ensure that learners are using the system responsibly. Users should not expect that files stored on the school network will be private. Within reason, freedom of speech and access to information will be honoured.

The School has the right to inspect any data that is stored digitally on its networks such as data stored in folders.

Unless specifically authorized, learners may not modify files, data or passwords, access and read messages and files clearly intended for or saved by other persons without their permission. Learners may not misrepresent other learner's on any network.

No files containing confidential information concerning or belonging to St Teresa's may be forwarded to any persons not authorized to receive such information, if any uncertainty exists concerning whether information is confidential or not, it should be treated as confidential and permission should be obtained before its distribution.

Storage capacity is at a premium and learners are to conserve space by deleting unnecessary material which takes up excessive storage space.

Use of the network

Learners may not use St Teresa's computer facilities, e-mail or electronic systems to download software without authorization of their teacher or IT Administrator.

The unauthorized use of the schools facilities, Internet and electronic messaging systems for purposes of "hacking" (i.e. intruding on the privacy of an individual or organization) or "cracking" (i.e. the intrusion on a privacy of an individual or organisation with the aim of performing changes malicious or otherwise) is a violation of School policy and will be grounds for expulsion. Learners may not use the Computer, e-mail or the Internet facilities in such a manner as to disrupt the use of St Teresa's network by others.

Learners may not install any software or screensavers, including web shots on their computers without authorization from the IT Administrator, as these can impact negatively on the performance of the machines.

Learners should never download or install any software onto network drives unless they are part of the IT admin team, have signed the relevant forms and have been instructed by the IT teachers. All copyright rules must, therefore, be obeyed. Learners should not attempt to install or run any software not already installed on the workstation and deemed correct by their teacher.

Learners may not run any software that the teacher has not requested during a particular lesson.

The school is not responsible for restricting, monitoring or controlling the communications of individuals utilising the computers. During school hours, teachers will guide their learners towards appropriate subject material. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Copyright and Plagiarism

Learners cannot transmit or download copyrighted images, music, games or text belonging to third parties without the copy-right holder's permission and authorisation from the relevant subject head.

Copyright violation is a serious legal matter. Learners must ensure that any software that they have used within St Teresa's is authorized.

Security Controls and Procedures

Learners are responsible for the integrity of their passwords and log-on security, and are held responsible for any transaction undertaken under the log-on. All learners are entitled to privacy of their work and therefore it is an offense to use or attempt to use another learner's account / password no matter what the circumstances may be.

Learners have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

Log on passwords should be changed every 45 days.

Learners must respect all license agreements when transferring software and information on the Internet, including all agreements that St Teresa's has with third parties covering the use of software information.

The admissions secretary must immediately notify IT Administrator, when a learner has left the school to de-activate the account.

Other Digital Devices or Storage Media

Learners may not take photographs or record any other learner or teacher without their express permission.

Learners may not use cell phones in class to send messages, take phone calls or photographs, record videos during class (unless given permission by the teacher).

Learners may only use iPods or musical devices in class if given permission by their teacher. Learners must ensure that their headphones do not “leak” sound that can be heard by others.

If a learner receives any image, message or multi media data that is offensive to the School, she may not forward the message/data to any other person and are expected to bring the issue to the School’s attention.

No learner may bring into the school property any data or media that is offensive or illegal. The school reserves the right to search any learner’s data storage medium (flash drive, ipod, cell phone etc) or digital device that may contain offensive material.

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ELECTRONIC MEDIA USE POLICY

Please cut this slip off and return to the school by 20 January 2012

I, _____(learner full name),have read and agree to abide by St Teresa’s School Electronic Media Policy.

Learner Grade_____

Learner Signature_____

Date_____

Parent Name_____

Parent Signature_____