



COMPUTER USE POLICY

Students

CONTEXT

The delivery of Information and Communication Technology, and in particular the use of computers, is integral to contemporary educational theory and practice. As a Marist school, Sacred Heart is committed to providing a wide range of opportunities for its students, whose diverse needs can benefit from exposure to, familiarity with, and expertise in computer related technology.

PRINCIPLES

- That all of creation, including modern and developing technology, can be embraced and utilised in the preaching of the Good News and the transmission of truth in the education of students.
- The use of computer supports student learning and enhances teacher delivery of the curriculum.
- Computers are a valuable resource for the facilitation of access to information, the Internet and on-line learning.
- The creation and presentation of student work is enhanced through the use of computers.
- The responsible use of computers is based on developing mutual trust and respect for other computer users.
- Students need to be educated in the social skills and responsibilities that will enable them to assume their place in the adult world.
- Students are personally responsible for their actions and interactions when using computers, the Internet and email.
- The use of computer resources at Sacred Heart is a privilege, not a right.

PROCEDURES

The following guidelines are provided for responsible use.

Student users will:

- Use the school computers carefully, look after them, and report any damage or theft.
- Not attempt to damage, repair, install, change or remove any computer hardware or software.
- Respect the privacy and security of the network by not sharing accounts or passwords (if issued) with other users.
- Avoid compromising in any way, directly or indirectly, the security and management of the school's network.
- Not print multiple copies of a document or print documents that are not related to school work.
- Save files to the student work folder or to an individual student's account only if they are related to schoolwork.
- Use the Internet to only access information relevant to their classroom research or approved projects.
- Not use the Internet for talk and/or chat sessions or send/receive personal emails.

- Respect the intellectual property rights of others, by not downloading and/or installing software on school computers.
- Immediately inform a teacher if a student view information that they think might be illegal, or makes them feel uncomfortable, or offended.
- Refrain from distributing private information about themselves or any one else over the Internet.
- Acknowledge any information downloaded from the Internet for research in a footnote or suitable bibliography.
- Will not copy the work or others and present it as their own (i.e. plagiarise)
- Will uphold the expectations stated in this policy at all times, while accessing, manipulating and presenting data on school computers and the school network.
- Will not access proxy sites in order to circumvent filters and restrictions applied by the school.

CONSEQUENCES

It is the responsibility of the student to ensure that the school computers are used within the guidelines outlined above. Students who do not adhere to these guidelines will have the privilege of using the Sacred Heart facilities removed and may risk suspension, termination of enrolment and police action for serious breaches.

REFERENCES

John Paul II. (1999). *World Communications Day*.

National Committee for Professional Standards. (1999) *Integrity in Ministry*.

Pontifical Council for Social Communications. (2002). *Ethics in Internet*.

South Australian Commission for Catholic Schools [SACCS]. (1991). *A Vision for South Australia*.

The following documents are useful resources and should be read in conjunction with this policy.

Privacy Compliance Manual www.ceo.adl.catholic.edu.au

Using the Internet Legally www.ceo.adl.catholic.edu.au

Ethics in Internet www.vatican.va

The Church and Internet www.vatican.va

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