



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Internet Use**

At Marist Catholic School we recognise and respect the sacred dignity of each person as made in the image of God. We therefore undertake to provide students, staff and visitors with a safe physical and emotional learning environment.

All school computers and the contents within them are the property of the school. All internet access and email is recorded automatically as part of the network management. As the content of a machine's hard drive is school property it is not 'private' and is open for inspection. Emails should be thought of as 'postcards, in that they can be read at each file server that the message routes through.

Teachers/students understand that:

- The purpose for school computers and other information technology resources is to support teaching and classroom learning and administration.
- They will not access material through the internet which is pornographic, dangerous, inappropriate at school, or illegal.
- They are forbidden to pass on such material by copying, storing or printing.
- In using email at school, they are not permitted to send any messages which are offensive, pornographic, dangerous, inappropriate at school, or illegal. If they receive any such email they are to delete it immediately and will then advise the sender not to send them such messages again.
- They will not use the internet to order for personal use.
- They will request permission from the principal to use the internet to directly order resources for the school.
- They will advise senior management of any inadvertent access of forbidden material.
- They must not allow any other staff, or student, access to my internet accounts.

Teachers/staff understand how important it is to:

- Be careful with equipment.
- Respect the copyrights on software that prohibit copying.
- Use only school software on school computers.
- Be considerate of other users.
- Remove immediately from the screen any material that would not be allowed at the school that they accidentally come across, and tell senior management straight away.
- Be responsible for privacy and security.
- Use storage devices only to back up work or take it to and from home. Use of storage devices on a range of machines increases the risk of virus infection.
- Tell the network manager if they come across a virus or security problem.

## **Laptop for Teachers**

The school has provided laptops for use by all Marist Catholic School teachers who are full time. They are for the teachers' personal use for accessing appropriate information, communicating and for preparation of school related work.

- Laptops are provided by the school to teachers.
- Allocated laptops are under the care and responsibility of the teachers. If family members are using these, it is the teachers' responsibility to ensure that misuse does not occur.
- Laptops remain the property of the school at all times and should be returned to the principal when employment ends.
- Laptops are for teachers' personal educational use.
- When taking laptops away from school please take care not to leave the laptop in view and unattended at any time, e.g. in the car. Failure to comply with this term may result in a charge to cover the insurance excess. All damage, etc, must be reported to the principal immediately.
- Any fault with hardware or software should be reported to the principal.
- Requests for the installation of any additional software must be with the permission of the principal.
- When using school laptops, all private/personal documents should be stored on the D: drive. These folders are not synchronised and do not occupy storage space on the school server.
- School laptops should be connected to the network regularly to allow for network, security and virus updates. Laptops not connected to the network regularly will not be kept fully protected against viruses and other potentially dangerous threats, which would result in future technical difficulties.
- Laptops will be checked on a regular basis by the technician and any misuse will be reported to the principal.
- Teachers are required to return the laptops when requested for, at the end of employment or at the end of the school year.