



ST. FRANCIS XAVIER SCHOOL ACCEPTABLE USE POLICY 2021

RATIONALE

The Internet is a vast network, which links computers at many sites throughout the world. Using the Internet, we can communicate with people all over the world, through the electronic mail, web based programs and by accessing vast amounts of information that have an educational value.

St. Francis Xavier School provides Internet services as part of the Melbourne Archdiocese Catholic Schools Ltd. Virtual Private Network. The system employs a method of web site blocking which attempts to restrict access to undesirable web sites, and also scans e-mails for unsuitable language. It also monitors some aspects of student's usage such as web site usage. The system records a central log of all sites visited by individual students. Student activity on the Internet is recorded in a log and can be checked by staff at any time.

St. Francis Xavier School provides Internet access for school related purposes. Students may only use school internet services for authorised activities, which are related to the curriculum. Students are expected to use the internet in a manner consistent with the ethos and the values of the school. That is, students are expected to use the resources in a responsible manner which demonstrates respect for others, honesty, courteous communication, and adherence to all relevant rules.

IMPLEMENTATION

St. Francis Xavier School will be using the services of the Melbourne Archdiocese Catholic Schools Ltd. Virtual Private Network and educational cache. The network provides a list of approved sites that students may use. However, it is not always possible to guarantee that students will not accidentally or purposely find inappropriate materials, such as adult content or materials that may be objectionable.

Breaches of rules and guidelines will attract consequences such as removal of internet access and further disciplinary action.

GUIDELINES

Students must not:

- Use the network to access or process inappropriate materials or documents, or files dangerous to the integrity of the network
- Use the internet or devices in any other way than has been directed by a teacher
- Transmit communications that may be construed as harassment or disparagement of others
- Send chain mail. This is sometimes called SPAM or JUNK mail
- Open email attachments unless they know the person and what they are sending
- Violate social standards, such as the use of inappropriate language on the internet
- Seek to gain unauthorised access to resources within or outside the school
- Purchase or order goods or services over the Internet
- Access or attempt to access the Internet using someone else's password or user name
- Access chat rooms or similar services
- Alter system files, system configurations, folders or other technical data
- Provide personal information about another person Eg. personal addresses, phone numbers
- Give personal information or agree to meet any person contacted through the Internet
- Disclose their own password or another person's password
- Waste network resources, such as printing, spending unnecessary time on the internet, performing unnecessary searches, sharing personal files or folders

- Use their full name when commenting on Blog sites and ensure that language demonstrates respect for others, honesty, courteous communication and adherence to all relevant rules.

ETIQUETTE

Students should:

- Always use acceptable network manners
- Be polite and do not swear or use other inappropriate language.
- Use web-based programs appropriately. That is using these programs in an educational manner as prescribed by the teacher.
- Keep messages or posts short
- Use the subject line in e-mail messages to indicate the content of the message
- Delete E-mail messages after they have been read
- Proof read e-mail messages before they are sent
- Remember copyright. If you are going to use someone else's work obtain their permission first.
- Most importantly...**ENJOY!**

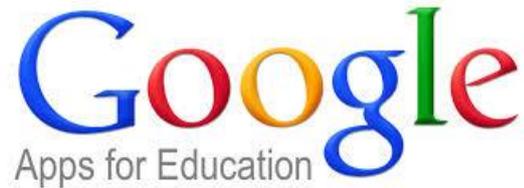
On occasions, students may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the student's responsibility to report matters of this nature to a teacher immediately. It must not be demonstrated to others, printed, copied or stored.

CONSEQUENCES

Students will face a consequence in two areas:

1. **NETWORK ABUSE:** This is when a student **deliberately** tries to go to internet sites outside of the educational cache operated by the Melbourne Archdiocese Catholic Schools Ltd. or when a student deliberately damages the school's software/hardware.
2. **INAPPROPRIATE USE OF PROGRAMS:** This is when students do not use both school and web based programs in an educational fashion as prescribed by the teacher.

VPN ACCESS DENIED	NETWORK ABUSE	INAPPROPRIATE USE OF PROGRAMS
1 st OFFENCE-RECORDED BY ADMINISTRATOR		
2 nd OFFENCE- ADMINISTRATOR WARNING		1 st OFFENCE- RECORDED BY ADMINISTRATOR & WARNING
3 rd OFFENCE-ACCESS DENIED FOR 4 SCHOOL WEEKS	1 st OFFENCE- MISTREATING, DAMAGING SOFTWARE/HARDWARE –ACCESS DENIED FOR 4 WEEKS	2 nd OFFENCE-ACCESS DENIED FOR 4 SCHOOL WEEKS
LETTER TO PARENTS EXPLAINING THAT ACCESS HAS BEEN DENIED	LETTER TO PARENTS EXPLAINING THAT ACCESS HAS BEEN DENIED AND THAT IF WILFUL DAMAGE HAS OCCURRED THIS WILL NEED TO BE PAID FOR	LETTER TO PARENTS EXPLAINING THAT INAPPROPRIATE USE OF PROGRAMS HAS OCCURED
4 th OFFENCE-ACCESS DENIED FOR 8 SCHOOL WEEKS	2 nd OFFENCE- ACCESS DENIED FOR THE REMAINDER OF THE SCHOOL YEAR	4 th OFFENCE-ACCESS DENIED FOR 8 SCHOOL WEEKS



St. Francis Xavier School is implementing Google Apps for Education for students, teachers, and staff. As with any educational endeavour, a strong partnership with families is essential to a successful experience. With this letter we are sharing information regarding the use of Google Apps for Education at St. Francis Xavier Primary School and are requesting your parental permission for your Prep to Six student/s to use Google Apps.

The following services are available to each student and hosted by Google as part of online presence in Google Apps for Education:

Docs - a word processing, spread sheet, drawing, and presentation toolset that is very similar to Microsoft Office

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Sites - an individual and collaborative website creation tool

Mail (for Year 3-6) - an individual **internal** email account for school use managed, monitored, and filtered by St. Francis Xavier School Montmorency

Classroom – allows for the distribution and submission of work tasks during the school week.



Why are we using Google Apps for Education?

- *To provide students with access to current technology applications and free tools designed for collaboration with other students and teachers*
- *To give students the ability to work on their documents both in school and at home - anytime and anywhere from any Internet connected device*
- *To help students work collaboratively, engage in peer-editing of documents, and publish for a wider audience within St. Francis Xavier Primary School*
- *To facilitate “paperless” transfer of work between students and teachers*
- *To provide adequate long-term storage space for student work*
- *A potential cost savings in terms of software licensing and document storage*

The use of computer facilities at St. Francis Xavier School is a privilege, not a right.

The fact that you can do something or think you can do something without being caught does not make it right to do so.

Even if you don't get caught, there is always one person who will know whether you have done something inappropriate-and that person is you!

**ST. FRANCIS XAVIER SCHOOL
ACCEPTABLE USE POLICY**

INTERNET USE AGREEMENT

PARENT CONSENT

As the parent / guardian of this child, I have read the 'Acceptable Use Policy'.

I understand that this Internet access is designed for educational purposes. Although I understand that St. Francis Xavier School has taken precautions to stop students from accessing controversial materials, I recognise that it is impossible for the school to restrict access to all controversial materials, and I will not hold it responsible for materials acquired, or information exchanged, via the school's internet connection. I grant permission for my child to use the internet in a manner described by this policy.

I understand that any violation of the conditions specified in this policy, will result in a consequence, loss of privilege, and/or suspension from my child's access to the network.

My signature below confirms my consent to allow my student's education records (projects, documents, email, files, username and password) to be stored by Google. I understand that I may ask for my child's account to be removed at any time.

YES, I give permission for my child to be assigned a full St. Francis Xavier School Google Apps for Education account. This means my child will receive an email account (Year 3-6), access to Google Docs, Calendar, Classroom and Sites (Prep to Year Six).

Parent/ Guardian Name: _____

Parent/ Guardian Signature: _____ Date: _____

STUDENT ACKNOWLEDGEMENT

I understand my responsibilities when using the St. Francis Xavier School Virtual Private Network. I agree to follow the Internet guidelines developed by my school and follow other relevant rules. Further, I understand that any violation of the conditions specified in this policy, will result in a consequence, loss of privilege, and/or suspension from my access to the network.

Student name: _____ Year _____

Student signature: _____ Date: _____