ST BEDE'S COLLEGE
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Student IT Acceptable Use Policy and Code of Conduct

The use of the computer network, wireless network and internet at St Bede's College is a privilege, not a right.

This application form to use the College Network (wired and wireless) and the internet is included in the enrolment package sent to new students.

It must be returned signed by the student and his parents/caregivers. Acceptance of the policy implies the acceptance of any amendments which may from time to time be made to the policy.

The following Code of Conduct will be adhered to by all students who use the College Network (wired and wireless) and internet within the school.

Guideline 1: General Statement

- College Network refers to "School's computer network, wireless network, internet access facilities, student email system, student learning systems, computers and other school IT connected equipment/devices".
- The internet is provided for the education of and the improved delivery of curriculum material(s). Students are encouraged to make use of the services for school-related work only.
- The term IT includes privately owned laptops, mobile phones and USB drives used in the school environment.
- Student owned devices may only be connected to the school network via the St Bede's BYOD wireless network using their school issued username and password.
- Students are not to use any IT equipment to bully or harass others. This includes the recording of and/or publishing images of staff or students without specific permission and knowledge of all parties involved.
- The College may monitor traffic and material sent and received using the College's network. The College may use filtering and/or monitoring software to restrict access to certain sites and data, including email. Students accessing inappropriate sites will be dealt with through the College's Discipline Policy.
- The College reserves the right to audit its computer network, internet access facilities, computers and other IT equipment/devices or commission an independent forensic audit as it sees necessary to ensure a safe and secure infrastructure for all users. Auditing of the above items may include any stored content, and all aspects of their use, including email.

Guideline 2: Email

- The College provides each student with a school email address in the form of: username@student.stbedes.school.nz.
- All email will make use of customary greetings and salutations and is for the sole use of the individual student who is responsible for all traffic generated by that account.
- Information sent via email shall be constructive, informative or inquiring in the interest of both the sender and receiver.

GUIDELINE 3: USE OF NETWORK SERVICES

- No profanity, obscenities, or any other language that could be construed as such, is to be used in any material produced by students. This includes naming of computer files.
- No private information is to be distributed to other parties at any time. This includes forwarding of information sent by another party.
- The network is not to be used by any student for personal gain or illegal activity. This includes the downloading of music, video, game or software files that would infringe the Copyright Act 1994, and amendments.
- Students may not have more than two personal devices connected to the wireless network at any one time.
- Deliberate attempts to gain access to websites, containing material of pornographic, racially or religiously offensive, illegal or offensive material will be dealt with as a serious breach of school rules. This includes any attempt to by-pass the internet filter to access blocked websites. Personal internet connective devices such as, but not limited to, cell phones/cell network adapters etc. are not permitted to be used to access outside internet sources at any time while on campus.
- Any deliberate attempt to hack or gain unauthorised access to any system will result in a lock-out from the network and/or more serious consequences for a period of time deemed to be appropriate by the College.
- Students must not attempt to interfere with the operation of the College network at any time. This includes the following:
    - Installing software, shareware and/or freeware.
    - Disconnecting any hardware without permission.
    - Deliberately damaging any computer (including peripherals) in any way.
    - Creating or modifying system files.
- All copyright, privacy and international laws are to be always abided by.

GUIDELINE 4: STUDENTS ACKNOWLEDGE THAT:

- Network User Accounts are set up for the intended user only. Use of other student's or staff accounts is prohibited and will result in a lock-out from the network and/or more serious consequences.
- No attempt will be made to send, download, access or store any software (including games).
- Students must not store or attempt to access any files belonging to other users.
- At no time are students to place orders for goods or services over the internet using the school's name, title or funds.
- Every attempt must be made to clean out personal folders periodically. Network folders will be cleared of all files at the end of each year. Students need to back up to their own portable media, any files they require, prior to leaving at the end of the year.

GUIDELINE 5: LIABILITY

- St Bede's College is not, and cannot be held responsible for, the loss of material, accidental corruption or any other action that might affect transmission or loss of data. Responsibility to keep personal devices secure rests with the individual owner. St Bede's College, nor its teaching staff or any other employees are not liable for any device stolen or damaged on campus.
- The College has the right to collect devices and inspect files on any device bought on campus irrespective of whether it has been the cause of a problem/attack/virus (This covers devices that may contain pornography/objectionable material obtained off-site and stored on the student-owned device).
- It is the owner's responsibility to repair any malfunctioning/damaged devices. St Bede's College does not supply technical services for student owned devices.

CONSEQUENCES FOR STUDENTS WHO ABUSE ANY OF THE GUIDELINES:

- Students who are found guilty of minor infringements of these guidelines will be dealt with by their teacher and/or the Network Administrator/s. Serious offences will be referred to either of the Deputy Rectors.