St Paul's School

St Paul's School sees technology as a tool for students to utilise to enhance their learning. In order to make these resources available to everyone, the School expects students and staff to use the technology in a socially responsible manner, which is consistent with our educational mission.

Access to the school network and the internet is a privilege that is tied to **responsibilities**. The following are intended to help individual users understand their responsible use. The school may restrict, suspend, or terminate any user's access to the school's network for not meeting these responsibilities and take further action in line with the school's Behaviour Management Plan.

Responsibilities for personal safety
> I will ensure I make myself aware of relevant privacy settings to manage my digital profile and footprint.
> I will only post personal contact information about myself or other people with the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address or telephone number.
> I will use my school email address for all dealings associated with my school-related work.
> I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.
> I will turn wifi on my device off or put into Airplane mode, when wifi is not needed for my work. I will limit the amount of time my computer is on my lap with wifi on and if I am allowed to carry my mobile phone on my person, I will ensure it is in Airplane mode.

Responsibilities for security
> I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use my account. I understand that I will be held responsible for any actions of others done through my account.
> I will not share my username and password with other people or organisations
> I will immediately notify a teacher or Techzone if I have identified a possible security problem with either my account or my device.
> I will take all precautions to avoid the spread of computer viruses and will keep my device up to date with current software.
> I will not open emails from unknown or unexpected sources, instead I will either delete or report them.

Responsibilities for respectful communication
> I will use respectful and positive language online, and refrain from using or sharing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language and media.
> I will respect others by not engaging in personal attacks, including prejudicial or discriminatory attacks.
> I will not harass another person. I will refrain from spamming and I will not subscribe other users to online resources without their consent.
> I will refrain from knowingly or recklessly posting false or defamatory information about a person or organisation.

Responsibilities for privacy
> I will respect others' privacy and will not repost a message that was sent to me privately without permission of the person who sent me the message.
> I will keep confidential any private information about another person.
> I will not publish images, video or information about another person unless the person has given me direct permission to do so.
> I accept that when using Cloud services like Office365, that my files are stored beyond the School on remote servers and are therefore subject to the privacy policies of the Cloud service provider.
> I understand my use of technology and the network is not private and that people responsible for managing the technology can see my emails, internet use and access my files if needed.

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Responsibilities for using resources

> I will use my device and the network at school only for educational activities and that the use of my device in class is at the discretion of my teacher.
> The internet capacity is shared by all users and is to be used to support my learning and the school-related maintenance of my device [software updates]. I will use the internet respectfully. I will only download large required files from the internet [eg software updates] during non-critical times [such as outside of lessons] so as to not adversely impact the internet use of others.
> I understand that printing of documents is limited to my print quota and that I should proofread and preview documents before printing them.
> I understand that I need to save all of my school work in oneDrive and that I am solely responsible to ensure that any files not saved to oneDrive are backed up. I am responsible for submitting work on time and that the loss of files is not an acceptable excuse.
> I will not try to gain access to unauthorised resources, by-pass security or filtering through the use of any means, including the use of cellular networks or alter hardware or software that has been set by the school.
> If I inadvertently access inappropriate information through the school's filtered internet, I will immediately tell my teacher and will not attempt to access the inappropriate content again or spread its availability to others.
> I accept full responsibility for the care and use of my own device including any costs of repair, replacement or any modifications needed to use the device at school. I understand that the School does not accept responsibility for theft or loss of the device, parts/accessories or data.
> I am not to leave my device unattended. When my device is not in use I should leave it in a locked locker. This includes occasions when undertaking co-curricular activities. I must always take my device home overnight.
> I am responsible for bringing my device to school each day with a fully charged battery.
> I will make my device available for inspection if the school deems there is reason to believe that I have violated school policies, this policy or other administrative procedures, school rules or engaged in other misconduct while using my device or the school's network.

Responsibilities for using content of others

> I will use correct referencing conventions for the work and ideas of others so that I do not represent their work as my own.
> I will respect the licence or conditions that comes with software or the work or ideas of others.
> I will not share, distribute or publish software or the work of others unless the licence associated with such allows or complies with copyright law.
> If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

Consequences for not adhering to your responsibilities

> I understand that any violation of the above may result in the loss of my network access and/or the right to use electronic devices as well as other disciplinary action.
> I may be subject to further action beyond the school, depending upon the nature of the offence and whether state or federal laws are breached.
> I understand that this policy remains in force for the period of my enrolment and may be modified from time to time. The current version of the Responsible Use Policy will be available through the school website.

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