



Friday, November 20, 2015

Dear Parents/Guardians,

As part of the ongoing commitment to improved curriculum delivery, and our desire to provide your son with the best e-learning opportunities, we are continuing with our notebook computer program at St Bernard's College. In 2016 all Year 7 and 10 students will be given the care and responsibility of a notebook computer for the three year period, February 2016 until December 2018. In that time payments will be made in installments, so at the end of the third year, and with the final payment, ownership of the machine will transfer to you, the parents. Please be aware that in 2019, Year 7 students will be required to purchase a new device for use through Years 10-12.

Students will be provided with a notebook computer and charger, protective sleeve and required software. Security software, network infrastructure, email account and internet access will be provided by St Bernard's College. We have arranged insurance cover for student notebooks that will cover use at school, at home and in between. Any excess charge resulting from an insurance claim will be billed to you directly only when that occurs. We have also established a *Notebook Centre* to support student use of notebooks. This is co-ordinated by Mr Adriano Muscara.

We anticipate that the payments will be no more than \$1560 spread across three years and will be as follows (you will be invoiced at the nominated time):

- February 2016      \$520
- February 2017      \$520
- February 2018      \$520

Further documentation is included with this letter:

- Terms and Conditions;
- Application form;
- Notebook Care and Security;
- Making an Insurance Claim;
- ICT Acceptable Use Policy;
- Student Email policy;
- Cyber-safety policy;
- Guidelines for Student Computer Use.

We strongly advise that you read the documentation carefully. The application form must be returned to the school **before** we are able to begin the process of allocating your son a notebook computer. He will be provided with a combination lock for his locker and will be required to attend some training sessions when the notebook computer is allocated to him in 2016. In addition, the use of backup storage (external device) for his data files will be necessary. We envisage notebook computers will be distributed within the first few days of Term 1, 2016. If you have any queries in relation to this matter please don't hesitate to contact Adriano Muscara or Cathy O'Halloran.

Yours Sincerely

Tony Paatsch  
Principal

Cathy O'Halloran  
Director of Innovation

Adriano Muscara  
Notebook Co-ordinator



## Terms and Conditions for Borrowing a St Bernard's College Notebook Computer

The following Terms and Conditions apply to any family (hereafter referred to as 'the borrower') that elects to borrow a College notebook computer.

### 1. Ownership

The computer remains the property of St Bernard's College (hereafter referred to as 'the College'). The borrower shall not loan, assign, encumber or otherwise deal with the computer. The notebook shall only be used by the student in support of his schoolwork. (Ownership of the notebook transfers to parents upon payment of the final installment.)

### 2. College Policies

The borrower agrees to fully support the College in the implementation of rules, policies and procedures relating to student use of notebook computers. Please refer to the more detailed documents available on the College Website.

### 3. Modifications

The borrower shall not modify or add to the hardware, software or configuration of the computer. If modifications are required, they will be carried out by the Notebook Centre staff.

### 4. Repairs

All repairs and warranty matters must be arranged through the College Notebook Centre. The borrower agrees that the notebook will be taken to the College Notebook Centre immediately in the event that it is not operating correctly, any part of it is broken or it sustains any damage. This is especially important in the case of screen damage.

### 5. Care and Security

The borrower shall at all times take reasonable care of the computer and not expose it to undue risk of damage or theft. The borrower agrees to follow the College requirements on notebook care as outlined on the College Intranet. In particular, the borrower agrees that the computer will not be lent to others, left in a vehicle or in unlocked premises. If a computer is stolen the borrower must report this to the police immediately. The borrower shall also advise the College Notebook Centre on 9289 1175 immediately if the computer is lost or stolen.

### 6. Term of the Arrangement

This arrangement commences when the student is issued with a College notebook and lasts until either the end of Year 9 or Year 12, or the student leaves St Bernard's College, whichever is earlier. However, the College may terminate the arrangement if the borrower's school fees are not paid up to date and no arrangement with regard to this has been reached with the College, or if there is a serious breach of these Terms and Conditions.

### 7. Re-imaging of Computer

When the term of this arrangement expires (when the student is in either Year 9 or Year 12) or is terminated the borrower shall immediately return the computer to the College for re-imaging. At this point the computer will become the property of the borrower.

### 8. College not Liable

The College will not be liable for any loss or damage resulting from use of the computer.



**Application to purchase, in installments, at St Bernard's College, Notebook Computer: 2016 to 2018 School Years (Year 7 or 10)**

*(Please complete and return this form, by Friday 4<sup>th</sup> December 2015, to the College Reception or mail to: St Bernard's College, 41 Rosehill Rd, Essendon 3040)*

Parents' Name: .....

Address: .....

Student's Name: ..... Year 7/10 (2016) (Please circle)

1. I/We hereby apply to purchase in installments a College Notebook Computer (with power adaptor, cord and computer bag) for use by my/our son, named above, throughout the 2016 to 2018 school years while he is a student of St Bernard's College.

2. I/We have read and agree to abide by the *Terms and Conditions of Borrowing a College Notebook Computer*.

3. I/We have read and agree to abide by the *Information Technology Acceptable Use Policy and Guidelines for Use*.

4. I/We understand that provision of the Notebook Computer is conditional upon my agreement to pay the school fees account either in full at the start of the year or by installment payment arrangement commencing January/February 2016, or by another payment arrangement that is agreed to by the College Business Manager.

5. I/We agree to pay the installments associated with the provision of this College Notebook computer at the start of each academic year with a final payment in October of 2018 by the due dates. The College anticipates that the payments will be no more than \$1600 spread across three years and will be as follows (you will be invoiced at the nominated time):

- February 2016      \$520
- February 2017      \$520
- February 2018      \$520

At the end of the third year ownership of the machine will transfer to you, the parents. The machine will be re-imaged back to factory settings by the Notebook Centre staff prior to transfer.

6. I/We agree to pay an excess of \$150 on any insurance claim for repair or replacement of the computer or, if insurance is not applicable, the full cost of repair/replacement of the notebook computer if this is necessary as a result of careless or deliberate actions by my/our son. For a third or subsequent claim, the excess will be increased to \$300. An increase to excess charges will apply in the last six months of all laptop contracts, where insurance claims will attract an excess charge of \$600. I/We note that the amount of excess required per claim may vary, depending on the number and timing of any claims made. I/We have noted the attached summary relating to making an insurance claim.

I/We understand that this clause also applies if my son is found to be responsible for damage or loss of another student's notebook computer.

Student signature .....

Parent signature: .....

Date: ...../...../.....

Office use only: Contract entered into database



## Notebook Care and Security

Students are responsible for the care of the notebook that is allocated to them. The notebook must be treated as a valuable and fragile item, and students will be held accountable for any damage that occurs. Please refer to the *Terms and Conditions for borrowing a College notebook computer*.

Students must ensure that all operating procedures are followed as well as making certain that the notebook care instructions provided in the manufacturer's handbook are always observed.

### Use in the classroom

Student notebooks are frequently used in class and it is easy for students to become complacent about the way they work in this environment. A notebook should only be used at the student's desk/table where it should be set out with books and other equipment in an uncluttered and orderly arrangement. Any leads and cords should be arranged neatly so that they do not create trip hazards or other dangers. Notebooks should not be used on the floor or in specialist practical areas. If the notebook must be moved within the classroom, the screen should be closed and the notebook picked up by the base with both hands and carefully relocated. A notebook should never be lifted by its screen.

### Using the College Notebook Sleeve

A notebook sleeve is issued as part of the notebook kit. Students are required to use the sleeve to transport the notebook around the College and place the notebook inside the sleeve and in the school backpack for transporting the notebook to and from the College. Students must be careful not to over-pack their backpacks as this could also lead to pressure damage to the notebook or back injuries from the excessive weight.

### Storage at school

Each student is allocated a personal locker for the storage of their books, equipment and notebook computer. The school will provide students with a combination lock for their lockers. Obviously, a student should never share the combination to their lock with another student. The notebook must be stored inside the sleeve in the locker at recess, lunchtime or whenever it is not required for class (e.g. PE lessons or Sports afternoon). Students are not permitted to leave their notebook at the College overnight.

### Transport to and from school

Students must be mindful of the risk of notebook damage or theft while they are travelling to and from the College each day. Students must take great care with their backpack and keep it in their possession at all times while travelling. When using public transport, the backpack should be on the student's lap while sitting or between the legs when standing. If a notebook sustains damage on public transport because it is not in the student's possession, the damage may not be covered by insurance. The notebook must never be displayed or used in public while travelling. It should also not be used to play CDs or music files while travelling.

Some students travel to and/or from school by car. The notebook should be transported inside the sleeve in the backpack and placed in the boot. The notebook should never be used to play CDs or DVDs in a moving vehicle. The backpack should never be left in an unattended vehicle unless it is stored in the boot.

## **Use and storage at home**

At home, students should have an ordered place in which to do their homework. This place should be properly set up with a desk or table, adjustable chair, good lighting and easy access to a power point. The notebook should only be used at the student's desk/table where it should be set out with books and other equipment in an uncluttered and orderly arrangement. Any leads and cords should be arranged neatly so that they do not create trip hazards or other dangers. Notebooks should not be used on a couch, bed or on the floor. When the notebook is not in use, it should be stored in the sleeve out of sight in a drawer or cupboard. This is especially important when the home is unattended. It is important to also store the power adaptor out of sight. A power adaptor left lying around is a pointer to a nearby notebook.

Some very useful information about protecting your home from burglary can be found on the Crime Prevention Victoria web site, in particular their brochure titled *Home Burglary: What you can do to avoid it*.

## **What to do if a notebook is damaged or stolen**

If a student misplaces a notebook at school, they must immediately notify their Year Level Coordinator and College Notebook Centre on 9289 1175.

If a notebook is stolen from your home or car, please notify the police immediately. In addition, please notify the College Notebook Centre on 9289 1175.

Any damage to a notebook must be reported to the Notebook Centre on the next school day. Most instances of accidental damage are covered by insurance - the procedure for lodging an insurance claim is listed below. Please note that as part of the conditions of using a College notebook, parents have agreed to pay the excess arising out of any insurance claim concerning the notebook. Should damage occur as a result of negligent or irresponsible behaviour, it is most unlikely the damage will be covered by insurance and the student responsible will be invoiced for the full cost of repairs.



## Making an Insurance Claim

All student notebooks on loan from St Bernard's College have insurance cover for loss and accidental damage for three years.

The provisions of our insurance policy are generous and will cover most instances of loss or accidental damage. However some things, such as loss or damage arising from gross negligence, are not. As always, the best strategy is to try to avoid or prevent damage occurring in the first place.

### What happens when a notebook is damaged?

If the notebook used by your son sustains damage, you will be asked to complete an 'incident report'. This incident report form will be the basis of the insurance claim. Insurance claims are routinely lodged for any damage that is not covered by the manufacturer's warranty. If the incident involved other students or a breach of College rules, it will also be investigated by your son's Year Level Coordinator. A Notebook Incident Report Form will be provided to students when they attend the Notebook Centre with a damaged notebook.

### How do I fill out the incident report?

Certain information is required before your claim can be processed. To increase the likelihood of a successful insurance claim, you will need to supply the requested details, describe the specific incident that caused the damage to the notebook and give the names of any witnesses. Please note, any claims that do not give clear details of how the damage was caused will be denied.

### What happens if the claim is accepted?

In most cases, your claim will be accepted and the cost of repairs will be covered. Your son's repaired notebook will be returned to him as soon as possible after the claim is lodged. Paperwork will be provided to the student and payment of the \$150 excess will need to be made to the Accounts Office. Forms will be stamped and signed following payment. This paperwork needs to be returned to the Notebook Centre before repairs are undertaken.

### What happens if the claim is rejected?

Insurance claims are rarely rejected. When they are, it is usually because of gross negligence in the care of the notebook. If your claim is rejected, you will be required to pay the total cost of repair of the notebook. A quotation for the cost of repair will be provided to you prior to the notebook being repaired, along with contact details of the repairer, in case you have any questions.

### Replacement of Computer

Insurance only covers replacement of existing machine with a like machine. Should the notebook computer issued to students in the first instance be discontinued we may need to replace it with a more expensive model and this may incur an additional fee to you, the parents.

### Who can I talk to about this process?

If you have questions regarding the incident or responsibility for the damage to the notebook, please contact your son's Year Level Coordinator.

If you have questions regarding payment of the excess or the cost of repairs, then you should speak to the Notebook Centre coordinator.

If you have questions regarding the **repair of the notebook**, you should contact the College Notebook Centre on 92891175.



## Information Technology Acceptable Use Policy & Guidelines For Use

### **Vision of ICT at St Bernard's College from the ICT strategic plan**

The St Bernard's school community embeds its teaching and learning framework in the provision of effective, practical and creative ICT methodology, supplemented with expert teacher initiatives that are stimulated by student's thirst for learning and driven by discerning information.

We acknowledge that students are technology literate and immersed in a digital world. While we recognise that the internet is a powerful source of information, we must also recognise that there is potential for malicious behaviour and harmful effects. It is therefore imperative that we skill students to be responsible cyber-citizens, understanding how their online actions may affect others; and how to protect their online identity.

St Bernard's will be a place where ICT is integrated into the teaching and learning of every member of the community in a productive and creative manner. Provision of a range of professional learning opportunities for staff in the use of ICT in the curriculum and the workplace will be broad ranging. SBC will engage suitably qualified staff to assist teaching staff to integrate ICT into the curriculum. We will ensure that all staff are expert users of ICT in communication and transmission of information. In addition we will empower students as 'teachers' and 'facilitators' of learning. ICT will provide a framework for ongoing and accessible assessment and reporting. ICT use will be integrated into all communication across the whole community.

St Bernard's will develop learning spaces to inspire creative, productive and efficient learning experiences using the technologies of the day. Those learning spaces will support and expand ICT teaching and learning and professional learning. The College website will effectively deliver information to the whole SBC community.

We aim to achieve a more reliable and resilient ICT infrastructure that is fully redundant (i.e. failsafe backup) therefore increasing availability of services and productivity. SBC will keep abreast of advances in hardware and software.

Leadership of ICT will be facilitated through the E-learning team in conjunction with the College Leadership team. Mentoring in ICT, modelling excellent ICT teaching, demonstrating work that is sustained by ICT will be encouraged by the e-Learning team and all leadership groups within the College. ICT policies will reflect this vision.

### **Acceptable use policy for notebook and desktop computers**

With regard to the resources available and the facilities on offer by St. Bernard's, access is a privilege and not a right. Students are expected to behave in an appropriate manner at all times.

Students are not to physically abuse their notebook or desktop computers or those of other students. Examples being: damaging and removing keys from keyboards, damaging CD-ROM drives, damaging monitors, etc. Students will not allow anybody, apart from a teacher, to use their notebook.

Students are not to have inappropriate images displayed or stored on their notebooks, desktop computers or network storage areas. Any images that are displayed must show sensitivity to all members of the St. Bernard's community.

Students will not play music CDs or play games on their notebook or desktop computers during class time, unless specifically directed to by the staff member supervising them at the time.

Students are liable for accidental and deliberate damage of school equipment (hardware or software). This includes the use of viruses and Trojan horses.

Any breach of the above conditions will result in an interview between YLC and/or the Campus Director and the parents of the student concerned. Penalties could vary from detentions, suspension from school or losing network access. An interview with a senior staff member and parents of the student concerned may also take place.

### **Acceptable use Policy for the Network**

Each student at St. Bernard's will access the school's computer facilities via their own network account provided by the College. The student's network account will only be activated when their parents have signed a declaration statement which demonstrates that parents and students have read, understood and will abide by this policy. Students who do not have these declarations signed will be unable to use the school network. While at school students may only access the internet via the school network and cannot bypass this with any other device. The use of a proxy bypass server is not permitted at any time.

Students are only allowed to use the school network for legitimate educational purposes that relate directly to schoolwork. Students are not to use file sharing over the network. Students are not to share or download files such as: pornography, games, applications, viruses, Trojan horses or any other file that breaches copyright. This includes distribution by CD-ROM, DVD, radio wave, Bluetooth, flash drive, infrared, email or cable. Students are not to use other students' accounts, hack, attempt to breach security, delete other users' files, harass other users or attempt to access staff or administration records.

St. Bernard's reserves the right to monitor students' access to the network by looking at files and deleting them if necessary.

Any breach of the above conditions may result in: withdrawal from the network, suspension from classes, suspension from the school, withdrawal from the College, or referral to an outside agency, including the Police.

### **Access to the internet and the College internal network resources**

Student access to the Internet will be restricted by the College. This will assist in the prevention of unauthorised material being viewed by students. Any access to undesirable sites must be reported to a staff member for removal.

It must be remembered that the Internet and e-mail access are a privilege and should therefore be treated with respect and responsibility when utilising the learning tool. The school will only accept responsibility for authorised information placed on the College homepage and supporting pages.



It must also be remembered that sources on the Internet are sometimes inaccurate, incomplete or out of date. All resources obtained must be cited in an appropriate manner. Students are not permitted to disclose their network passwords.

### **Guidelines for Internet Usage**

The Internet is for research purposes and school work only. Accessing or publishing any of the following material is strictly forbidden:

- Publishing of any materials that brings St. Bernard's College, its staff or students into disrepute, or is defamatory. In particular, contributions made by students to web pages, including such networking sites as Facebook, must not be harmful to the reputation of St Bernard's, its staff or students. Inappropriate comments will be referred to the Campus Director and, in serious instances, may lead to police involvement or legal action.
- Recreational surfing or chat lines;
- Pornographic material including videos, images or articles;
- Violence and associated activities;
- Any hacking activities into private data areas such as banks, defense installations, government departments, schools, etc;
- The transmitting of files or documents, which covertly include Trojan horses;
- Copying of copyright protected material from other mediums including web sites for inclusion into home pages or for publication on the St. Bernard's intranet;
- Bypassing the College proxy in any way;
- The disclosing of a network login password;
- All downloads must be of an educational purpose only. No hacking software, p2p (peer to peer) software, etc are to be used at any time on school equipment.

Once the download limit for a student has been reached, access will be restricted to the internal College intranet until the following month.

### **Using Browsers with the Internet**

When using a browser on the Internet for research purposes, the following guidelines must be adhered to:

- Students are not permitted to disclose their internet password;
- A search must be prepared prior to using the Internet;
- Students are not permitted to access areas of the Internet that would be offensive to other students, staff or parents;
- All web pages created by students must be of appropriate content and must not infringe any copyright.
- Students are not permitted to use proxy bypass servers to access the internet at any time.

### **Student Email Policy (excerpts)**

*(There is a separate Student Email Policy which is available on the College website)*

St Bernard's College computers and electronic communications equipment and services (including internet, e-mail) are provided for the conduct of educational purposes at St Bernard's College. This means that use of such equipment and services should be limited to school use. At all times students should use ICT responsibly and therefore there is an obligation to use these resources in an appropriate and lawful manner.

Students must not:

- Disclose their e-mail password;
- Disclose home addresses or phone numbers in e-mail messages;
- Write messages they would not allow staff or parents to read;
- Read e-mail messages of recipients other than themselves;
- Send unchecked emails;
- Answer unsolicited emails, quizzes or advertising questionnaires;
- Name students and staff in school emails;
- Spam;
- Use e-mail for purposes other than education, e.g., exchanging files or information not relevant to school work.



## St Bernard's Email Policy for Students

This Email Acceptable Use Policy is drawn up in the context of the St Bernard's College school mission statement.

### Key Principles

St Bernard's College computers and electronic communications equipment and services (including internet, e-mail) are provided for the conduct of educational purposes at St Bernard's College. This means that use of such equipment and services should be limited to school use. At all times students should use ICT responsibly and therefore there is an obligation to use these resources in an appropriate and lawful manner.

### Use of Electronic Facilities

This document sets out the security, administration and internal rules which you should observe when communicating electronically or using the IT facilities provided at St Bernard's College (the College). You should familiarise yourself with the terms of this policy in order to minimise potential damage to yourself and other members of the College. This policy applies to all students of the College.

### 1. LIMITATIONS

- 1.1 When sending email your message size is limited to 10MB
- 1.2 Your mailbox has limits on how much can be stored. That limit is 100MB. When you reach your limit you will be advised of this and not be able to receive any more emails.

### 2. EMAIL

- 2.1 Email is provided to ensure efficient and timely communication of an educational nature throughout the College.

#### College Property

- 2.2 The College is the owner of copyright in all email messages created by its students in performing their duties.

#### Monitoring

- 2.3 All messages on the College's system will be treated as education related messages, which may be monitored. Accordingly, you should not expect that any information or document transmitted or stored on the College's computer network will be private. You should structure your email accordingly.
- 2.4 From time to time, the contents and usage of email may be examined by the College or by a third party on the College's behalf. This will include electronic communications that are sent to you or by you, both internally or externally.
- 2.5 Emails will be archived by the College as it considers appropriate.

#### Acceptable Use

- 2.6 Email is a permanent written record which may be read by persons other than the addressee and which could result in personal or the College's liability.
- 2.7 When making email contact with another student or staff member it must be of a courteous and educational nature at all times. You are permitted to use the Internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with the performance of your school duties. However, you should bear in mind that any use of the Internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this Policy.
- 2.8 You and/or the College may be liable for what you say in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.
- 2.9 Email content that may seem harmless to you may in fact be highly offensive to someone else.

You should be aware, therefore, that in determining whether an email falls within any of the categories in paragraph 3.1, or is generally inappropriate, the College will consider the response and sensitivities of the recipient of an email rather than the intention of the sender.

2.10 If you receive inappropriate material by email, you should refer the matter to a staff member and not forward it to anyone else. It would be appropriate for you to discourage the sender from sending further materials of that nature.

2.11 Comments that are not appropriate in the workplace or school environment will also be inappropriate when sent by email. Email messages can easily be misconstrued. Accordingly, words and attached documents should be carefully chosen and expressed in a clear, professional manner.

2.12 Where possible you should avoid subscribing to websites that send emails as your mailbox fills very quickly.

2.13 At no time should you send an unwanted email to a member of the College community – this includes spam to large groups.

### **Security**

2.14 All emails sent from your email address to an external email address will automatically contain the College's standard disclaimer message, which will read as follows:

*This e-mail and any attachments may be confidential. You must not disclose or use the information in this e-mail if you are not the intended recipient. If you have received this email in error, please notify us immediately and delete the e-mail and all copies. The College does not guarantee that this e-mail is virus or error free. The attached files are provided and may only be used on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. The content and opinions in this email are not necessarily those of the College.*

2.15 There is a risk of false attribution of email. Software is widely available by which email messages may be edited or 'doctored' to reflect an erroneous message or sender name. The recipient may therefore be unaware that he or she is communicating with an impostor. Accordingly, you should maintain a reasonable degree of caution regarding the identity of the sender of incoming email. You should verify the identity of the sender by other means if you have concerns.

2.16 Please delete old or unnecessary email messages and archive only those email messages you need to keep. Retention of messages fills up large amounts of storage space on the network server and can slow down performance (see 1.2). You should maintain as few messages as possible in your inboxes and outboxes. If there are items in your email that you require at a later date, please ensure that these are saved in your network directory so that appropriate backups are made College wide.

### **Viruses**

2.17 All external files and attachments must be virus checked using scanning software before they are accessed. The Internet is a potential host for computer viruses. The downloading of infected information from the Internet is potentially fatal to the College computer network.

2.18 Virus checking is done automatically through the *virus protector software* installed on the mail server and locally on each individual's computer. If you are concerned about an email attachment, or believe that it has not been automatically scanned for viruses, you should contact the Notebook Centre

### **Email use**

2.19 You should never use the Internet or email for the following purposes:

- to abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other);
- to send or receive obscene or pornographic material;
- to injure the reputation of the College or in a manner that may cause embarrassment;
- to spam or mass mail or to send or receive chain mail;
- to infringe the copyright or other intellectual property rights of another person; or
- to perform any other unlawful or inappropriate act.

### **3. PRIVACY**

#### **Record keeping**

3.1 The internet or email should not be used to disclose personal information of another except in accordance with the College's Privacy Policy or with proper authorisation.

3.2 The Privacy Act requires you and the College to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. We stress therefore, that you take responsibility for the security of your personal computer and not allow it to be used by an unauthorised party.

#### **Security**

3.3 You will be assigned a log-in code and password to use the College's electronic communications facilities. You should ensure that these details are not disclosed to anyone else. You should ensure that your log-in code and password are kept confidential and not kept in writing close to your working area.

3.4 You are encouraged to either lock your screen or log-out when you leave your desk. This will avoid others gaining unauthorised access to your personal information, the personal information of others and confidential information within the College.

3.5 You must comply with the College's obligations under the Privacy Act, as outlined in the College Privacy policy.

### **4. DISTRIBUTION & COPYRIGHT**

4.1 When distributing information over the College's computer network or to third parties outside the College, you must ensure that you and the College have the right to do so, and that you are not violating the intellectual property rights of any third party.

4.2 If you are unsure of whether you have sufficient authorisation to distribute the information, we recommend that you contact the IT department

4.3 In particular, copyright law may apply to the information you intend to distribute and must always be observed. The copyright material of third parties (eg, software, database files, documentation, cartoons, articles, graphic files, DVDs, CDs and downloaded information) must not be distributed through email without specific teacher authorisation to do so.

4.4 You are not permitted to email your own school work to another student, except under the direct instruction of your teacher.

### **5. GENERAL**

5.1 You should be aware that use of the College's computer network in a manner inconsistent with this policy or in any other inappropriate manner, including but not limited to use for educational purposes, will be a breach of this policy and will give rise to disciplinary action.

5.2 You are encouraged to act with caution and take into account the underlying principles intended by this Policy. If you feel unsure of the appropriate action relating to use of email you should contact the Notebook Centre.

5.3 This policy may be updated or revised from time to time.



## Cyber-safety at St Bernard's College

### Cyber-safety Policy

#### Rationale:

St. Bernard's College places high priority in providing the school community with Information Communication Technology devices and Internet access that will benefit the learning outcomes of all students. The College recognizes that the use of these technologies in an online environment can lead to anti-social, inappropriate and possibly illegal activities and material. Therefore this policy is designed to protect the students and staff of St. Bernard's College and set appropriate guidelines for student use of online access devices. The policy forms part of St. Bernard's College Anti-bullying policy.

#### Definitions:

**ICT** - refers to the abbreviation of Information and Communication Technologies. (This includes computers, laptops, storage devices, video cameras and all types of smart phones and other technologies as they become available.

**Cyber-safety** - refers to the safe and responsible use of the Internet. Cyber Bullying involves the use of ICT to harass and cause discomfort or hurt to others.

**E-crime** occurs when ICT are used to commit a criminal offense.

**Sexting** is the act of sending sexually explicit messages or images.

**Online Grooming** is defined as actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, in order to lower the child's inhibitions in preparation for sexual activity with the child.

#### Aims:

1. To develop and maintain effective cyber-safety practices which maximise the beneficial use of information communication technology (ICT) for student learning.
2. For students, staff and parents to receive education on how to use ICT safely and responsibly as detailed in the ICT Protocols document available from the College.
3. For students to learn how to protect their own privacy and not infringe the rights of others in an online environment.
4. To establish practices to on how to respond to inappropriate use of ICT that infringes the rights of others.

**Ratified:** 21 November 2013

#### Implementation:

1. At the start of every year all students sign an ICT use agreement that outlines the school's expectations when engaging in cyber activity.
2. The use of ICT and other equipment/devices within St. Bernard's College is limited to educational and creative purposes appropriate to the school environment.
3. Students are educated to protect their privacy and to recognize and report cyber-bullying, grooming, sexting, or E-crime and are encouraged to be good e-citizens.
4. Students will be educated about the risks of addiction in the use of ICT and the importance of maintaining a balance between their work, play, rest and activity for wellbeing.
5. The College staff will follow up instances of inappropriate cyber activity that occurs during school hours or if it impacts on school activities. All responses will be based on the College's Student Wellbeing Policy and Policy on Bullying (available on the College Website).
6. Staff members will be made aware of their responsibilities and duty of care with respect to students while accessing, creating and communicating on the internet.
7. St. Bernard's is committed to educating parents about the growing issue of cyber-safety. Through parent information evenings, parents are encouraged to be aware of their son's internet use, use of social media sites and ways in which their son can be a responsible e-citizen.



## Guidelines for Student Computer Use

### Introduction

This policy document outlines the rights and responsibilities of St Bernard's College students in relation to the use of College computer equipment. This policy applies not only within the College but also outside of the College when students are using any of the College's computer equipment and/or associated resources.

The Guidelines for Student Computer Use is designed to be an easy and accessible reference and has been formulated to be consistent with other relevant College policies, CEO (Catholic Education Office) policies, CECV (Catholic Education Commission of Victoria) policies and any relevant government regulations.

### Computer Facilities

St Bernard's College recognises that teaching and learning will continue to change as computers, telecommunications and other new technologies alter the ways in which information is gained, manipulated, communicated and transferred. The College also recognises that electronic information skills are now regarded as essential for members of our society.

In responding to these changes, the College actively supports student access to a wide variety of information, in conjunction with the development, by staff, of appropriate knowledge and skills to analyse, evaluate and use these resources.

Such wide access to differing resources requires responsible use of the College computer facilities by all students. Students should be aware of the trust placed in them to use these resources in a suitable manner. Students should also be aware that their use of computer facilities must not jeopardise others' opportunities to access these facilities. Careless or mischievous use of College computer equipment can have dramatic consequences, with the potential to substantially harm members of our College community (including teachers and parents) as well as seriously damage the College's reputation.

Student access to the College's computer facilities is provided to support the College's teaching and learning objectives. Student use of these tools is subject to this policy, the electronic communications policy, other relevant College policies, ethical standards, CEO or CECV policies and procedures and government regulations.

### Application

This policy document sets out what the College considers acceptable and unacceptable use of its computer facilities and applies to all staff, students and anyone else using these facilities. This list may not be exhaustive and where doubt exists, the onus is on individuals to seek advice from relevant teaching or administration staff.

This guidelines document addresses the appropriate use of computer facilities at the College's premises or other locations. These include the following:

- College-supplied notebook and desktops
- Privately owned computers used at the College or elsewhere on behalf of the College;
- Printers, scanners, photocopiers, digital cameras, digital video cameras and digital sound recorders; and
- Network hardware including servers, switching equipment, cabling, and cable fittings and fixtures.

## Acceptable Use of Computer Facilities

The College provides students with computer facilities to facilitate teaching, learning and communication. When using computer facilities around the College students are expected to:

- ensure that their notebook computer is fully charged at the start of the day;
- be polite, considerate and use appropriate language in all communication;
- use equipment only for school related activities;
- treat equipment with care and respect;
- maintain the Standard Operating Environment (SOE) described below;
- to keep equipment clean and in good working order;
- report faulty or damaged equipment immediately;
- adhere to the electronic communications policy; and
- abide by all other relevant College policies.

This list should not be taken as exhaustive. The onus is on the individual where doubt exists to seek advice and clarification from relevant teaching or administration staff.

## Prohibited Use

Students must not use another person's computer or access another person's network account. Passwords should not be divulged to anyone.

Under no circumstances shall the College's computer facilities be used inappropriately, including the following:

- to alter, re-configure, interfere with, mistreat or damage equipment;
- to depart from the Standard Operating Environment (SOE) described below;
- in breach of the electronic communications policy;
- to access or transmit any material that is defamatory or obscene (e.g. violent, racist, sexist, pornographic) or in violation of any law or government regulation (e.g. equal opportunity regulations);
- to breach copyright;
- in connection with the violation or attempted violation of any laws;
- to attempt to penetrate computer or network security of the College or any individual, company or other system;
- for unauthorised access (or attempted access) to any other person's computer, network account, email accounts or equipment;
- to inappropriately access or reveal College classified or confidential information;
- in breach of any other College policy

This list should not be taken as exhaustive. The onus is on the individual where doubt exists to seek advice and clarification from relevant teaching or administration staff.

## Viruses

Students must take reasonable steps to ensure that they do not introduce or propagate computer virus infections within the College community. Such reasonable steps include:

- ensuring that the computer they use has current virus definition files installed;
- regularly (at least monthly) conduct a full scan of their computer's hard disk drive;
- regularly scan any flash drives or CDs/DVDs used for transporting or distributing files;
- not opening files from insecure sources or sources where security is unknown or questionable;
- not opening email that is of a questionable or dubious origin; and
- only opening email attachments that are expected or from trusted sources.

## Monitoring

The College reserves the right to monitor and log the use of all notebooks and to take appropriate action where use is a breach of College policies, poses a threat to security, and/or damages the College's reputation.

Student use of notebooks, during class time, must be related to schoolwork.

Access to and time spent using many of these facilities is automatically logged.

## **Standard Operating Environment**

While most of the information below relates to the Standard Operating Environment of student notebooks (College owned), where appropriate it also applies to College desktops.

### Computer name

Your computer name is a unique character string based on your network user ID. You are not permitted to change the computer name.

### Access privileges

Student notebooks are configured so that users have *student-managed* privilege to their own computer. This set of privileges is necessary to install and configure peripheral devices and home internet access. Students must not use their *student-managed* privilege to alter other aspects of the computer's configuration. If the configuration is changed and requires attention from the College Notebook Centre staff, the responsible student may be charged the \$35 re-image fee.

### Peripherals

Users are welcome to connect home printers, digital cameras, scanners and other peripheral devices to their notebook. However, they should check that the device is compatible with the operating system and has an appropriate signed driver. If you have any concerns, please contact the Notebook Centre for clarification or assistance.

### Backgrounds and Themes

Students are permitted to customise the desktop wallpaper but in doing so must not infringe copyright nor offend any member of the St Bernard's community.

### Using Bluetooth and Wireless

Students are permitted to use the Bluetooth and wireless functionality of their notebook to send and receive files after seeking the teacher's permission. Unauthorised file sharing by students is not permitted

### Mail Services

All emails sent or received via College mail servers are restricted in size and are scanned by content filtering software. Emails that violate content policies because of size, title, content or attachment type are deleted. Avoid sending emails with attachments greater than 10Mb.

### Music

Students are permitted to have music files on their notebook, however they must be stored in their Music folder. Of course, any music files you have on your notebook can only be copies of your legally owned music. The copyright act prohibits users from storing music under copyright (music owned by others).

### Playing CDs or music files at school

Students are not permitted to play CDs or music files during class time unless permitted by the teacher.

### Photographs and picture files

Students are permitted to have these types of files on their notebook, however they must be stored in their Pictures folder. The copyright act prohibits users from storing images under copyright (images owned by others).

### Movie files

Students are permitted to have these types of files on their notebook, however they must be stored in their Videos folder. The copyright act prohibits users from storing movies under copyright (movies owned by others). The caveats already outlined above regarding obscene or offensive material obviously apply.

### Games

Students are not permitted to play games during class time on notebooks or College desktops without teacher authorisation. At all times on the College property, students are not permitted to play games that may have abusive or violent content.



### Installation of additional software

Students are permitted to arrange for the installation of additional software on their notebook, through the Notebook Centre, providing:

1. The software relates directly to the educational use of the notebook;
2. The student owns a genuine license for the software; and
3. Use of the software does not contravene any College policy.

### Media Players

The notebook SOE includes QuickTime and VLC Player. These should suffice for all multimedia needs.

### Web Browser

The College's standard web browser is Safari or Firefox. Users are not permitted to install other browsers.

### Webcams

All student notebooks are equipped with webcams. Students are only permitted to use this feature of the notebook at school if:

- § You have the permission of your supervising teacher;
- § The use of the webcam relates specifically to your school work;
- § You have the express consent of all individuals who will appear in any images or video created using the webcam; and
- § Images or video taken with the webcam must not portray anyone in a situation which is offensive, demeaning or defamatory.

### Instant Messaging

Students are not allowed to use any form of instant messaging within the College network. The College blocks all student access to Internet instant messaging. In addition, students are not permitted to use any form of network messaging.

### Peer to Peer (P2P) Networking

Installation of P2P clients is prohibited. Warning: using these puts your computer at risk of contracting a virus and needing to be re-imaged (at a cost of \$35).

## **Student Notebook Computers**

### Care

Students are responsible for the care of their own notebook, which must be treated as a valuable and fragile possession. Students must ensure that all operating procedures are followed as well as making certain that the Notebook Care Instructions issued with the machine are always observed.

Operating problems must be reported to subject teachers or Homeroom Teachers and the YLC as soon as they arise. Personnel at the Notebook Centre at the College will attend to hardware and other technical problems.

*Please Note: Students are not permitted to alter the configuration of the operating system and software or install unauthorised software on College provided notebooks. If a notebook needs to be repaired because a student ignores this requirement, a \$35 service fee will be levied.*

### Storage

Students have a locker and the notebook must be stored there at recess and lunchtime and when it is not in use during the school day. Students are not permitted to leave their notebook overnight at the College.

### Movement

Students must be mindful of the risk of notebook damage or theft while they are travelling to and from the College each day. A protective sleeve is provided with all notebooks obtained through the College. Students must take great care with their notebook and must not throw it around. They must also keep it in their possession at all times while travelling.

### Damage/Theft

Where damage is caused as a result of an accident in which reasonable care has been shown by the student involved, the cost of repair will in most cases be covered by insurance. Should damage occur as a result of careless or irresponsible usage/behaviour, it may result in the need for payment of repair costs.

Deliberate notebook damage or theft will be deemed a serious incident and will be dealt with as such as part of the College's Welfare and Discipline Policy

*Please Note: Deliberate notebook damage or theft may involve referral to police and may lead to the removal of offenders from the College.*

### **Complaint Resolution**

If a complaint in relation to abuse of computer facilities is substantiated, appropriate disciplinary action may be taken against the student/s concerned. This may include warning, counselling, detention, suspension, removal from the College, and/or referral to outside agencies including the police.