



St James College

Student Laptop Computer Program



Policy, Procedures and Guidelines

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1.0 Vision

School Vision

The vision of St James College is to be an authentic witness to the touchstones of the Charter for Catholic Schools in the Edmund Rice Tradition and to embody their expression in all aspects of our school.

Mission

Challenged by the Gospel and inspired by Edmund Rice, St James College, as a Catholic School in the Edmund Rice Tradition, engages and nurtures the hearts and minds of young men and women. Through our inclusive teaching, learning and pastoral practices, we seek to create authentic pathways for all students in our diverse community to grow towards becoming hope-filled members of society. We commit to just and supportive relationships in our way of living and we promote justice in our world.

ICT Vision

Information Communication Learning Technologies (ICLT) have become ubiquitous in the contemporary world. St James College is committed to ensuring that all members of the learning community have access to ICLTs that encourage excellence in teaching and learning and prepare students for their role in the future workforce and life. The College recognises the power of such technologies to foster higher level thinking in its students. Interfacing with ICLTs on a meaningful level requires specific hardware and curriculum design. Students and staff must be provided the opportunity to access these technologies as well as be confident in their use as teaching and learning tools.

Strategy 3.6 of the College Strategic Plan states: Develop and implement an Information Technology Strategic Plan.

2.0 Curriculum

The Digital Education Revolution (DER) is an exciting opportunity for both schools and families to access an enhanced learning experience. All students of various ability levels will have the ability to develop their learning under this program. Students will have the ability to access new learning tools and experiences to develop a range of thinking skills and collaboration opportunities. The College is committed to students becoming familiar with a tool which is becoming a ubiquitous tool for work now and in the future.

Stakeholders involved

At St James College, Year 8 students and later, Year 10 students, will receive a laptop computer in 2013. Year 8 and 10 students in 2014 will receive the same and existing College-owned laptops will be issued to the 2014 Year 12 cohort. By 2014 all students will have a laptop. In 2015, Year 7 and 8 students will receive laptops and Year 10 students will have their devices replaced. In subsequent years, new devices will be issued to Year 7 and 10 students so each student will have in their possession a device that is three years or less old.

The laptop will be provided to students after various policy documents have been shared and discussed with families and students. Students are expected to keep the laptop until it is replaced, while they remain at the College.

Staff will receive professional development commensurate with their needs to execute unit plans and work programs at the College.

	2013	2014	2015	2016	2017
Year 7	–	–	2015	2016	2017
Year 8	2013	2014	2015	2015	2016
Year 9	–	2013	2014	2015	2015
Year 10	2013	2014	2015	2016	2017
Year 11	–	2013	2014	2015	2016
Year 12	–	School laptops	2013	2014	2015

2.1 Curriculum Plan

The College curriculum plan makes certain commitments about the new technology. The 1:1 computing declaration by the current Federal Government in Years 9 – 12 will compel the College to develop a range of new strategies to use new IT in productive ways. Opportunities in the classroom which will present themselves due to the funding and must be explored include the following:

1. Pervasive use of laptop computing
2. Wider use of video and communication technology

3. A broader range of software tools to develop lessons and activities
4. Innovative project and teamwork activities
5. Collaboration with other community members and groups across the globe
6. Professional development offered to teaching staff
7. Increased use of electronic texts including ebooks and audio books.

2.2 Areas of general usage

Students will be using the laptops regularly in various classes throughout the school timetable. It is envisaged however that some classes and activities will remain “pen and paper” subjects, at least in the short term. St James College is committed to providing a range of units and opportunities more appropriate for use with netbooks, especially in the core subjects of Religion, English, Mathematics, Science and History.

Actions to meet Strategy 3.6 of the St James Strategic Plan (2013-17): Develop and implement an Information Technology Strategic Plan, include:

- Integrate and enhance the use of technology as a learning and teaching tool so that staff and students are using ICLT skillfully and purposefully;
- Regularly monitor emerging services, tools and directions in ICLT and continue to upgrade infrastructure;
- Equip students and staff to be confident, creative and productive users of new technologies;
- Improve strategies to support teachers as they learn to use new technologies, and
- Implement a 1:1 ICLT plan and program for individual devices.

Some homework activities will require the use of the laptop, and therefore the student is expected to take the laptop home and use it for this purpose. Whilst at home, students are expected to charge and complete routine maintenance on the machine.

2.3 School areas where laptops are to be used

Students will be able to use the netbooks in most classrooms in the College. In some practical subject areas such as Industrial Arts, Hospitality and Physical Education it may not be possible to provide such a working space.

2.4 How the program is to be implemented

We are determined to enhance students' educational experience through the use of this new technology. We believe that lessons "on the laptops" for their own sake are in effect time-wasting activities. We aim to provide lessons that will increase the interest of students in various pursuits throughout their time at the College. We therefore will invest considerable amounts of staff and College time into preparing units of work appropriate for this new paradigm of learning.

2.5 Useful general skills

Typing ability: Students with greater typing ability will find it easier to cope with the demands of a standard school lesson in this environment. Some limited training for touch typing will be provided at the College, however anything parents can do to increase the amount of time students have to type on a computer would be helpful. Typing tutors will be installed on the netbook for students to use regularly (eg. Typing Master Pro).

Research skills: Researching the internet is a specialised skill that demands practice and time. Research skills will be taught to students during Years 8 and 9. Significant assessment in all Year levels requires the appropriate use of research skills. The authentication of this research is another skill taught to students and is a Queensland Studies Authority (QSA) requirement.

3.0 Home use of devices

Students will be able to use their laptop at home to complete homework, assignments and other school work.

There is no expectation that Internet access is available at home. If Internet access is available students may configure their device to use their home internet access.

3.1 Internet Filtering

When accessing the internet through the school network all internet access will be filtered for inappropriate content using Blue Reef, Sonar. This does not apply outside of the school network.

Internet filtering and management is the responsibility of parents and guardians when the student is not on school grounds.

4.0 Storage and Transport

4.1 On school grounds

While on school property the laptop must always be in the student's possession. When not in a classroom the netbook must be in the Targus Orbus bag. The only times that students would not have their laptop with them is when it is in for repair or it is locked away.

4.2 After school

Students will be expected to take their laptop home each day to complete school work.

4.3 Transport to and from school

Laptops must always be transported in the **Targus Orbus** cases provided.

5.0 Software

5.1 Available software

The laptop comes preconfigured with software that has been chosen to assist students meet the requirements of the curriculum. Additional software has been included which provides virus protection and the ability to easily backup files.

Software preinstalled includes (but is not limited to)

- Windows 7
- Microsoft Office 2010 Suite
- Adobe Web Premium CS6
- Maths 300
- Typing Master Pro
- Geogebra
- Google Chrome
- Visual Thesaurus
- Student Café/Educate
- Adobe Flash
- MYOB Account Right Plus
- Lego Mindstorms
- Clickview
- Corel Draw
- Quicktime

- Picasa
- Symantec Antivirus
- Winrar

5.2 Installing Software on the Netbook

Students may only install software that has been approved by the College. Installation and/or use of unauthorized software will result in disciplinary action.

5.3 Updating software

There will be times when software will need to be updated or upgraded. In the majority of cases students will be able to update their software through the school wireless. There will be times however when students will be required to update their software through a wired connection. Students will be notified of these occasions through notices.

6.0 File management and Backup procedures

All students will be provided with space on the “D” Drive which must be used to store all school related work. Students will also save all work to their file in the Student Drive.

6.1 Management of files

Students are responsible for the management of their own files. All files required for school work must be stored on the D Drive.

6.2 Backup Procedure

The laptop contains software that allows the student to synchronise their files between the C Drive, D Drive and external storage on a daily basis.

6.3 Virus protection

All laptops are provided with Semantic End Point Protection. This is configured to update automatically when the student is logged onto the school network.

Students are not to install any other virus protection software as this may conflict with the existing configuration. Students must never disable the firewall even when prompted to do so.

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

- regularly scanning any portable drives or CDs/DVDs used for transporting or distributing files,
- not opening email or files that are of a questionable or dubious origin, and
- only opening email attachments or files that are expected or from trusted sources.

7.0 Network Access, Email and Internet Usage

7.1 Acceptable Use Agreement

All students have signed an Acceptable Use Agreement which outlines acceptable use of the school network, Intranet and Internet usage. This agreement also applies when students are using the laptop.

7.2 Monitoring

At any time the school has the right to monitor the student's use of the school network and their laptop. This includes internet activity, USB Drives, online storage, email accounts and laptop Hard Drives. Inappropriate usage will result in disciplinary action being taken.

7.3 Email

All Students will receive an email account which they will be able to use to send work to teachers for drafting and marking. Students will also be able to receive tasks, assignments and assistance from teachers. The email accounts will also allow students to access educational websites which require registration to use, in particular, Web 2.0 sites.

8.0 Faults, Breakdowns and Repairs

8.1 The Repair Process

When there is a fault with the laptop (hardware and/or software) students are required to take their laptop to the IT services.

Hardware related problems

If there is a hardware problem the laptop will be retained by IT services until the cause can be determined. Students may receive a loan laptop during this time if one is available.

Software related problems

In the case of a problem due to software errors, if the problem cannot be fixed within 10 minutes the laptop will be re-imaged and returned to the student. This will take the laptop back to its initial configuration. Latest updates, however, will be included.

8.2 Re-imaging

There will be times when laptops must be re-imaged to solve software related issues and conflicts.

IT services will not back up any files located on the laptop's hard drive.

Warranty, Insurance, Loss or Damage

The laptops have a 3 year warranty covering manufacturing faults and accidental damage, (NB. No coverage for loss or theft).

If there is any damage to the laptop and /or case, or if the laptop and/or case is lost or stolen, and this damage or loss is due to willful, deliberate or negligent actions, (apart from fair wear and tear), the student agrees to make good the damage or loss or compensate the College for the cost of repair and/or restitution.

Should the student's enrolment at the College cease, the laptop and case must be returned to the College in good order and condition, (allowing for fair wear and tear).

Due to the relatively low cost of the individual laptops, there is no insurance coverage by the College over the laptops and cases. Therefore parents and guardians are urged to review their own insurance policies to determine if loss of the equipment is covered by their own policies.

The College has purchased high quality cases for the laptops and these should be used at all times to prevent damage to the equipment. (Please note: the laptop cases must be returned to the College in good order at the end of the student's enrolment. These cases will remain the property of the College.)

9.0 Online Safety

Computer laptops, although excellent tools for education, can have a number of negative implications on the lives of our students. We would like to remind our parents/ guardians of the following issues that may arise with computers.

1. **Computers are the main tool of the cyberbully.** Please monitor your daughter or son's use of the computer laptop and contact the relevant Pastoral Coordinator if any concerns arise. Please contact the College directly if issues arise: use the Contact us from the College website, or email school@stjamescollege.qld.edu.au, or phone the College direct: 07 3230 8600.
2. **Addiction to computer games / social networking rooms is very real** (Myspace, Bebo, etc.) If you are concerned about the amount of time your daughter or son is spending on the computer and you require support in relation to this issue, please contact your daughter or son's Pastoral Coordinator and /or the Student Counsellor.
3. **Inappropriate internet sites.** It is important that we make all parents / guardians aware that only when using the St James College network domain will the student's internet access be automatically filtered. It is the responsibility of the parent / guardian to providing adequate filtering outside the College's network domain. A good source of information regarding internet filtering is the Australian Government's site, www.netalert.com.

4. **Ethical, Legal and Responsible Use of ICLT Resources**

St James College requires all users of its ICLT resources do so in an ethical, legal and responsible manner. Users of St James College ICLT resources must be aware that use of these resources are subject to the full range of laws that apply to the internet, communications and to the use of computers, and St James College policies. Such law and principles include users' obligations in relation to copyright, intellectual property, breach of confidence, defamation, privacy, bullying/harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and other civil and criminal laws.

St James College's ICLT resources must not be used for unauthorised commercial activities or unauthorised personal gain. Actions performed using St James College ICLT resources must comply with the terms of any licence agreed to for the use of software programs and other online resources.

5. **Copyright and Intellectual Property Rights**

Users must not, through the use of St James College ICLT resources, copy, download, store or transmit material which infringes copyright or the intellectual property rights of others without appropriate approval. Such material includes music files, movies, videos or any other form of media.

Users should be aware that actions performed using computer and network resources, regardless of any disclaimers that might be made, ultimately reflect on our educational institution and community as a whole. This is particularly relevant where users post or submit material in a way that makes it publicly available over the internet.

6. **Security and Privacy**

Users have a role to play in ensuring the security and privacy of information transmitted by use of the ICLT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.

Users must protect systems, information and accounts by:

- Choosing a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth)
- Not sharing a password with anyone
- Respecting the privacy and confidentiality of information that they may come across through access to the resources
- Reporting any breach or prospective breach of network security to the appropriate technical personnel or the ICLT Services.

Unacceptable conduct by users which could result in a breach of security or privacy includes:

- Disclosing your username and password details to another person
- Disclosing other private or confidential information to unauthorised persons
- Gaining unauthorised access to any systems by any means
- Using St James College ICLT resources to attack or compromise another system or network
- Downloading, installing or using unauthorised software programs
- Deliberately installing computer viruses or other malicious programs
- Accessing or intercepting others' electronic communications without permission.

Users should not, as a general rule, display personal information about themselves in a way that is publicly available. Where such disclosure is made through authorised avenues (for example, by the use of email or an official website), users should be aware that invasions of privacy may sometimes occur and it is outside St James College's control to prevent such instances from occurring.

Users are reminded that email should not be used to send sensitive and confidential information.

Users must, however, be aware that the operation and maintenance of ICLT systems often requires the backup and caching of data, the logging of activity and the monitoring of general usage patterns and as such, complete confidentiality and privacy cannot be guaranteed. St James College may also be required to inspect or provide copies of electronic communications where required to by law, or where the investigation of possible misuses of ICLT resources is required.

7. Breaches of these Conditions of Use

The breach of these Conditions of Use will be taken seriously and may result in disciplinary action being taken.

Examples of possible consequences range from loss or restriction of access to ICLT resources, to formal disciplinary action for breach of the Acceptable Technology Use Policy. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.

If you have any concerns please feel free to contact the College.

For further information on providing a safe online environment for students visit the sites on the following page.

Websites

Stay Smart Online

<http://www.staysmartonline.gov.au/>

Stay Smart Online provides all Australian online users with information on the simple steps they can take to secure themselves online. This includes information and advice on how to secure your computer and your transactions online.

This website contains a free alert service that provides easy to understand information on the latest cyber security threats and vulnerabilities, a free interactive education resource for primary and secondary school students, videos with useful tips on protecting your computer, a self assessment tool for small businesses, and information for parents.

NetAlert

<http://www.netalert.gov.au/>

NetAlert is part of the Australian Government's ongoing commitment to providing a safe online environment for all families, especially children.

The NetAlert website provides information about internet content filters for PCs and is managed by the Department of Broadband, Communications and the Digital Economy (the Department).

CyberSmart

<http://www.cybersmart.gov.au/>

Cybersmart provides activities, resources and practical advice to help young kids, kids, teens and parents safely enjoy the online world.

Cybersmart also offers training and resources for schools and materials for library staff. Developed by the Australian Communications and Media Authority, Cybersmart is part of the Australian Government's cybersafety program.

Appendix A: Laptop Technical Specifications



Components

- 1 No Smart Card Reader, Intel(R) Core(TM) i5-3320M Processor Base
- 1 12.5" HD (1366x768) Anti-glare LED with HD Fixed Focus Webcam & Digital Array Microphones
- 1 4GB (1x4GB) 1333MHz DDR3 SDRAM
- 1 Hard Drive Bracket, Latitude E6230
- 1 320GB 7200rpm Hard Drive
- 1 3 Year Warranty, 6-cell (58Wh) Primary Battery
- 1 Integration Information
- 1 Order Ready ProSupport Tag
- 1 ProSupport Service Label
- 1 Intel(R) Core(TM) i5 Processor Label
- 1 Intel(R) HD Graphics 4000
- 1 65W AC Adapter, 3-pin
- 1 Intel(R) Centrino(R) Advanced-N 6205 (802.11

a/b/g/n) Half Mini Card

1 Dell Wireless 380 Bluetooth Module

1 Internal Bluetooth Module Cable, Latitude E6230

1 No WWAN Card

1 Internal Single Pointing Keyboard with Anti-microbial Protection (English)

1 Battery Carries 1 Year Warranty from Invoice Date (unless select 3Yr warranted battery is purchased)

Software

1 Dell Webcam Central Software Media Kit

1 Dell Webcam Central Software

1 Windows Live Essentials

1 Windows(R) 7 QFE

1 Windows(R) 7 Professional 32-bit (English)

1 Office 2013 Trial

1 Office 2013 Software

1 Dell Backup and Recovery Manager (DBRM V1.3 for Windows 7)

1 No Anti-Virus Software

Service

1 Technical Support

1 3Yr ProSupport: NBD Onsite Service

1 ProSupport: 7x24 Technical Support & Assistance:

1 3Yr Accidental Damage Protection

APPENDIX B: Student and Parent Laptop Computer Guidelines

1. Education Purposes

- a. Students are to use their laptop computer only for educational purposes.
- b. The laptop computer comes pre-installed with all the necessary software for student use. Only authorised software is to be stored on the laptop computer.
- c. The College reserves the right to carry out software, hardware and data inspections of laptop computers at anytime.

2. Student Responsibilities

- a. Laptops are to be kept clean and free from graffiti and stickers.
- b. It is the student's responsibility to charge their laptop computer at home each evening. A limited number of spare batteries and charging facilities will be available
- c. Students are not to remove any identification labels from their laptop computer.
- d. While travelling to and from school laptop computers are to be carried in the protective case provided and placed in school bags.
- e. laptop computers are not to be taken out of school bags and used during recess and lunch and should be in their protective case inside the student's bag or locker.
- f. The software loaded on the laptop computers is licensed to the College. Students are not permitted to copy, transfer or delete software.

3. Parent Responsibilities

- a. Ensure students fulfil their responsibilities as outlined above.
- b. Supervise student use of the computer when at home including their Internet use.
- c. Ensure the student has their computer at school each day in a condition that will enable it to be usable for any educational purpose.
- d. Comply with the policy of the school in relation to the return/transfer of the device in the event of the student leaving the school prior to the end of Year 12.

4. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data as recommended by the College.
- b. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and installed Anti Virus Software).

5. Technical Support

- a. Students will be given full local administrator rights of their laptop computer.
- b. Students will be trained on how to support and maintain their laptop computer.
- c. In the event of a software malfunction students may contact the College ICT Department for assistance.
- d. Students are required to keep their laptop with latest Microsoft and Anti-Virus updates

6. Use of the College Wireless Network and Internet Access

- a. The use of the College Wireless Network and all associated infrastructure are available for educational use with student laptop computers.
- b. The downloading of large files is not permitted due to bandwidth restrictions.
- c. Students are not to remove the virus software provided and replace it with another type of virus software.
- d. Specific network settings are not to be removed or altered as this could affect the laptop computers ability to connect to the College Wireless Network.

7. Warranty, Insurance, Loss, Theft or Damage

- a. All instances of loss, damage or theft must be reported to the College ICT Support personnel as soon as possible.
- b. Student laptop computers are covered by a three year warranty with Accidental Damage Protection. This warranty does not cover theft and/or fire damage.
- c. If there is any damage to the laptop and /or case, or if the laptop and/or case is lost or stolen, and this damage or loss is due to wilful, deliberate or negligent actions, (apart from fair wear and tear), you agree to make good the damage or loss or compensate the College for the cost of repair and/or restitution.
- d. Should the student's enrolment at the College cease, the laptop and case must be returned to the College in good order and condition, (allowing for fair wear and tear).
- e. In the event of a hardware malfunction a report must be made to ICLT Services as soon as possible for warranty repair to be organised.

8. Assessment and Homework

- a. Students are encouraged to use their laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework.

9. Classroom Usage

- a. Student laptop computers are to be brought to school each day, however the classroom teacher will manage the use of the laptop computers in the classroom.
- b. No student is to take out or use a laptop computer without the permission of the classroom teacher.
- c. When in use, the laptop should be placed on a table or desk, not on laps. The laptop should not be carried around whilst the screen is open.

10. Ownership

- a. Students have use of the laptop computer whilst they are enrolled at the College. If students leave the College before the completion of Year 12 the laptop (including the case) must be returned to the College. Students who complete Year 12 at the college will have the laptop signed over to them if the laptop and SD Card are over 3.5 years in age.

APPENDIX C: Acceptable Technology Use Policy

Purpose

- In line with technological development, St James College recognizes the need to provide access to online services that enable staff and students to engage in the teaching, learning and administrative processes of the school.
- The purpose of this policy is to establish and maintain an attitude of vigilance in relation to safety, misuse and legal liability.
- Staff, students and volunteers (afterwards in this document known as 'Users') are provided with access to selected ICT including internet, intranet facilities and services to support their roles in teaching, learning, research and administration.
- Use for other non-educational reasons, including but not limited to, conducting business or commercial activity, other profit-making ventures, product advertising, disclosure of personal or private information, political activity and mischievous or fraudulent purposes is not acceptable and may be dealt with under College behavior management procedures, EREA policies, or State or Commonwealth legislation.

Scope

This policy applies to all students, staff and volunteers associated with St James College. It is expected that all users at St James College will refrain from any inappropriate use, uphold the policies and values of the school, the requirements of the State and Commonwealth Law and guide their activities accordingly.

Procedure

- All users may be granted access to the internet in order to achieve the maximum educational opportunities subject to the following procedures.
- Before being granted access to ICT, internet and email services, all users must sign the Acceptable Technology Use Agreement.
- Users may use the services for work-related business and are directed to refrain from personal use of services provided beyond what is described as being limited personal use.
- Users shall not access any objectionable or offensive material, material contrary to the law or material inappropriate to an educational or work environment.
- Users shall not post or forward defamatory, inaccurate, personal, sensitive, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material.
- Email messages or attachments that contain or are reasonably suspected to contain offensive material must not be opened or sent.
- Users are accountable for a duty of care in terms of the information they provide and access over internet/intranet connections.
- Users who suspect or know of inappropriate use must report the matter to the Principal.
- Every effort is to be made to use any information services provided in a cost-efficient way.

- Any user identified as a security risk or who has been accessing inappropriate material or using the network for any inappropriate activity may be denied access to the services at the discretion of the Principal.
- Any user who breaches this policy or any other relevant State or Commonwealth legislation will face disciplinary action in accordance with these policies.
- Users should be aware that breach of this policy may also lead to external action being taken against them by a third party (eg breach of the Anti-Discrimination laws or defamation of character).
- Users must not share accounts or divulge passwords to others.
- Users must not attempt to gain access to systems or services without authorization, or engage in activities which disrupt or corrupt services or information.
- Users must not disclose personal information of school personnel or group email addresses to agencies or individuals outside the school.
- Users must not access, intercept, modify or destroy email, data, files or programs belonging to other users or engage in activities which harass or threaten other users.
- Users must not access, download or distribute copyrighted or illegal materials or material of a morally dubious nature from the internet.
- Staff and students may not use College ICT resources to access social network sites.
- Staff may not use ICT social networks sites to contact, access or engage with students presently enrolled at the school.
- Staff and students are to ensure that the College is portrayed in a positive way on all social networking sites including email.
- As the College has ownership and legal right to ICT property, it reserves the right to access any information that resides or is sent from or to any College-owned device.

Related legislation

Commonwealth Criminal Code

Anti-Discrimination Act QLD 1991

Privacy Amendment (Private Sector) Act 2001 (Commonwealth)

Working with Children Act 2000

Education (Accreditation of Non-State Schools) Act 2001