

Acceptable Use of Technology Policy (AUTP)

Staff and students at schools in the Catholic Education, Diocese of Wagga Wagga (CEDWW) use electronic communications and digital technologies, including the internet, for learning, teaching and administration. The Acceptable Use Terms and Conditions, in conjunction with the CEDWW Responsible Use of Electronic Communications, Social Media and Digital Technologies Policy, is designed to assist all users in making use of this resource in a safe and responsible manner. All users must adhere to the policy and these terms and conditions.

Users will:

- not attempt to adjust or circumvent antivirus, spam, or filtering systems;
- keep passwords confidential;
- use passwords that are not obvious or easily guessed;
- log off when finished with an electronic device to ensure that nobody else can use their account;
- immediately tell their teacher or ICT support if they believe their device has been infected by a virus, malware or 'hacked', or if you believe that your user account has been compromised;
- immediately tell their teacher or supervisor if they receive a message that is inappropriate, or makes them feel uncomfortable or unsafe;
- immediately tell their teacher or supervisor if they receive any communication that requests excessive personal information;
- never send or publish:
 - offensive, abusive or discriminatory comments.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.
- never participate in any behaviour that could be considered as bullying;
- immediately tell their teacher or supervisor if they witness anyone engaging in bullying;
- never intentionally damage school devices, computer systems or networks;
- never make use of unauthorised programs or intentionally download unauthorised software;
- never make use of any software or materials that could be in breach of copyright law;
- ensure that personal use is kept to a reasonable level.

All staff and students should be aware that a breach of this policy may result in disciplinary action in line with their school's and CEDWW discipline policy, and that serious breaches will be referred to the NSW Police.

Copyright Compliance

All staff and students in the CEDWW must comply with Australian Copyright Law. Copyright infringing material must not be stored, temporarily or otherwise, on any part of the CEDWW network or technology provided by CEDWW including all G Suite applications. Anything identified as pirated content will be immediately removed, and any involved users and relevant teachers/supervisors will be contacted.

Social Media

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, staff and students should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation and other potentially criminal matters.

In addition to the general AUP guidelines above, staff and students can ensure they abide by Australian Law and CEDWW's expectations of them by complying with the following:

- CEDWW, schools, staff and members of its community should not be mentioned or discussed in a negative or defamatory way.
- Photographs or digital recordings of students in school uniform should not be posted if they have the potential to bring negative connotations towards the schools or its staff and students.
- Photographs or digital recordings containing staff or students should not be posted without the express consent of the staff member, student or student's parents.
- Email addresses of parents, staff and students should not be given to other people without their express consent.
- Staff are not permitted to make contact with students via any form of social media.

Personal ICT Equipment

Students and parents are advised that if there are any allegations of suspected material or activities on a student's personal device (mobile phone, tablet, laptop, etc), then it may be necessary for the school to inform the police and secure the personal items for potential examination. Such actions may occur even if the incident occurs offsite an/or out of school hours. Should such action be taken, Parents will be contacted by the school advising them of this. Equipment will only be returned once the police have provided that advice.

Electronic Surveillance & Monitoring

CEDWW monitors usage by all staff and students that is conducted on any device connected to the CEDWW network, through CEDWW user accounts ("Accounts"), and on CEDWW issued devices on any network. CEDWW record, store and review the use of digital technology, including video conferences, emails, documents, searches, and social communications. This is for the purposes of administering the system and ensuring its proper use, including but not restricted to child protection and wellbeing purposes.

If activity is flagged as inappropriate it may be sent to CEDWW ICT/School Administration or Diocese Child Protection staff for review. Any evidence of a breach in security, online behaviour, filtering or policy; whether intentional or unintentional, will be investigated by one or more of school Principals/CEDWW ICT staff/CEDWW Human Resources/Diocese Child Protection staff or Police depending on the nature of the breach.

In using school networks and associated CEDWW hardware and software systems you consent to such capture, access, review and disclosure.

Privacy and Information Security

Digital recordings and images containing staff and students may be viewed by students within the school context to facilitate student learning and wellbeing. Recordings will not otherwise be available to students and will never be published for any other reason without obtaining appropriate permission.

CEDWW uses educational and administrative software and services that require us to store and transfer information electronically. Consequently information which may include personal and sensitive information may be transferred, stored and processed in infrastructure outside Australia. All of CEDWW digital service providers are required to comply with Australian Privacy Principles. In using CEDWW systems you consent to this transfer, processing, and storage of that information.