APPENDIX A – RESPONSIBLE ICT USAGE

St Patrick's College is committed to the provision of high quality, relevant educational experiences for all its users. Due to the dynamic and interactive nature of information communication technologies (ICT), usage rules are required to ensure ICT equipment and online services are accessed appropriately. When accessing College ICT equipment, whether at school, home or elsewhere, and when using their own ICT Devices at school, students agree to follow all guidelines as stated below. The term 'ICT Equipment' refers to Desktop Computers, Laptops, iPads, iPods, Tablets, Mobile Phones and similar devices.

1. I will always use ICT equipment in an appropriate, ethical, legal and responsible manner and only as directed by a staff member. I will not intentionally create, access, search for, upload, execute, print or send inappropriate, offensive, violent, pornographic, subversive or dangerous material at any time from any ICT equipment in the College.
2. I will not install applications that would be deemed inappropriate or offensive or have a rating unsuitable for my age group. This includes, but is not limited to applications that contain: cartoon/fantasy violence, realise violence, mature/suggestive themes, horror/fear themes or profanity.
3. I will respect the school security systems (including antivirus, web filtering and monitoring) and not attempt to bypass them, hack, deliberately cause disruption to the College network to or gain unauthorised access. This includes but not limited to using a VPN (Virtual Private Network).
4. I will only access the internet through the College WiFi system. I will not tether my ICT Device to another device whilst at school.
5. I will not make deliberate attempts to destroy data by hacking or spreading viruses. I will not install or use software which is not licensed or approved by the College.
6. I will not use the College computers or ICT devices for transferring or downloading games, files, programs or music other than those approved by the College. In addition, users may not introduce games, files, or any banned programs to the College system via any external device or by email.
7. I will not jail break my ICT device. In the case of an iPad, this is the process or removing the limitations imposed by Apple.
8. I will not hide files or applications inside folders. Full use of my device will be completely transparent.
9. I will treat all College ICT resources with respect and not intentionally interfere with them in any way.
10. I will have nothing to do with any ICT material, email, communication, or activity which might cause hurt to others or myself (including but not limited to bullying, embarrassing, abusing, making false or inaccurate statements, or harassing).
11. I will not use my ICT Device to take photographs, recordings and videos of other students or staff without their express prior permission or knowledge. I will not use or distribute any such images for any purpose, in soft or hard copy.
12. I will only use the College email system using the College domain for all school related correspondence. The College email system is accessible from home via the Student Intranet link on the College Homepage: http://www.stpats.vic.edu.au
13. I will be careful about giving out any personal information (including photos) online about myself *or any other person*.
14. I will acknowledge the author or publisher of information from the Internet and other digital sources and will not claim the work as my own (plagiarism). Users shall observe all copyright laws when using material from the internet, including those relating to computer software and format shifting.
15. I will not attempt to contact friends or teachers through social networking sites. I will not comment on anyone in a derogatory way online.
16. When emailing teachers directly I recognise that teachers will only respond in a timeframe that is reasonable and usually during working hours.