

Student Electronic Resources Policy

Purpose

This policy applies to all users of OLSH College electronic resources, including but not limited to students, staff, emergency teachers and student teachers.

Scope

This policy applies to use of electronic resources owned, managed or contracted by OLSH College including:

- Network – computers and peripherals that are connected to the local network, including connections to the internet
- Computers – including desktop and laptop computers and other mobile devices that are assigned to individuals or available for shared use
- Software – any software loaded on a desktop, laptop or other mobile device
- Data – any data stored on the network or computers described above or data owned by OLSH Colleges stored on portable devices or other media
- Digital books, magazines and other media.

Policy

General requirements

- While the use of OLSH College electronic resources may be a requirement for educational purposes, access and use may be restricted or revoked in cases of misuse or repeated abuse.
- OLSH College reserves the right access to limit its electronic resources when applicable College policies, State and or Federal laws are broken.
- The College does not, as a rule, monitor the content transported over the College's network or information posed on College-owned computers and networks, but reserves the right to do so.
- The College does not typically block access to online content; it reserves the right to do so in cases where online content is inappropriate or activity diminishes the capacity of the OLSH College network.
- The College provides reasonable security against intrusion and damage to files stored on OLSH College servers. The College is not responsible for unauthorized access by other users, nor does it guarantee protection against media failures.

- Users are expected to use ICT resources at the College in a responsible manner. The following uses unacceptable:
 - Any purpose that violates Australian or Victorian laws
 - Destruction of or damage to equipment, software or data belonging to OLSH College
 - Accessing, sending, receiving or displaying text or graphics that would be construed as obscene or pornographic
 - Any use to bully, abuse, vilify, defame, harass or discriminate others (by virtue of gender, race, religion, physical attributes or other).

Security

The user is responsible for maintaining the security and confidentiality of information stored on relevant systems and computers. For example:

- Computer accounts, passwords, and other types of authorization assigned to individual users should not be shared with others.
- The user should select account passwords that cannot be easily guessed. Passwords should be changed regularly, and immediately if the user feels the password may have been compromised.
- For sensitive information on computers and systems, the user should supplement security with additional passwords or encryption.
- The user should be aware of computer viruses and other destructive computer programs, and take steps to avoid them or passing them on to others.

Copyrighted material and file sharing

The College systems and networks cannot be used to copy, store, display or distribute copyrighted material in any medium, or prepare derivative works of such material, without the express permission of the copyright owner, except as otherwise allowed under copyright law.

Photography

The College publishes student photographs on our website and newsletter, on our social media pages or as part of an internal or external communication campaign. Annual permission for inclusion of students in these photographs on these channels is sought from parents and caregivers. Specific permission is sought where a photo is to be used for an external marketing campaign.

Resource Centre

The College Resource Centre lends resources such as books, magazines and media, to students both on a short-term and long-term basis. A hire fee is charged with the registration fees, for resources borrowed on a long-term basis. All students are responsible for the care of all resources borrowed from the Resource Centre. Any resources damaged, lost or not returned must be replaced for future use by other students. The College will issue an invoice for any resources which will need to be replaced.



Student Electronic Resources: Acceptance Form

We as Parents/Guardians and our daughter have read the Student Electronic Resources Policy.

We understand our responsibilities outlined in the policy and agree with the following conditions. We:

1. Will adhere to the Student Electronic Resources policy and related policies.
2. Understand that internet access is designed for educational use and that the College has taken precautions to prevent student's access to inappropriate material.
3. Recognise that it is impossible for the College to restrict access to all unsuitable material and that we will not hold the College responsible for material acquired or information exchanged via the College's internet.
4. Understand the Student Laptop Conditions of Use Policy.
5. Understand that the laptop at all times remains the property of Our Lady of the Sacred Heart College, Bentleigh, and we agree to surrender the laptop to the Principal/IT Manager immediately upon request.
6. Understand that breach of this Policy and or any other Policies may result in a suspension or privileges and/or any other consequences deemed appropriate by the College.
7. Understand the Resource Centre conditions outlined in the Electronic Resources Policy and will take full responsibility if any resource from the Centre is lost or damaged and meet replacement costs.

Student Name

Student signature

Date

Parent Name

Parent signature

Date