

# Bethania Lutheran School

## ICT ACCEPTABLE USE

### Preamble

Bethania Lutheran School provides staff of the School access to computing, networking and telecommunications facilities owned and operated by the School.

Access to the Intranet, Internet and email is provided by Bethania Lutheran School as a service to staff to assist them to carry out their duties as employees of the School.

Access imposes certain responsibilities and obligations and is granted in accordance with the following terms and conditions.

### Beneficial Intentions of the Service

Bethania Lutheran School staff are provided with access to Intranet, Internet and email services to support their role including general administration, research, communication, learning and education. Access to these services and facilities is intended to facilitate enhanced opportunities for communication, education and collaboration.

### Acceptable Use

Use of Bethania Lutheran School computer facilities should be legal and ethical, and reflect Christian spirit and values as well as community standards.

### Unacceptable Use

Users will not:

- access any newsgroups, links, list servers, web pages, peer to peer networks, or other areas of cyberspace that would be considered offensive in the judgement of the Principal because of pornographic, racist, violent, illegal, illicit or other content deemed unsuitable.
- use Internet facilities inappropriately during working time (eg playing games, using chat sites or social networking sites), for commercial purposes (for personal financial gain, product advertisement) or political purposes (political lobbying).
- use obscene, harassing or abusive language or images. Such cases must be reported to the Principal.
- download software, games, music, graphics, videos or text materials that are copyrighted, nor violate copyright laws by posting or distributing copyrighted material.
- allow personal use of the Internet to interfere in anyway with day-to-day responsibilities. (See section referring to Non Work Related use)
- use another person's data without permission. This includes not reading their email or private communications unless expressly permitted to do so.
- share computer access passwords with other employees, students or relatives.

### Use of Email

Email access is provided for staff to facilitate communication with colleagues within the School and other organisations, and its use is encouraged.

Staff should also be aware of the following factors in their use of email:

- All outgoing mail is associated with the user's name, which includes "bethania.qld.edu.au". Therefore, voicing personal opinions and views may be interpreted to represent those of Bethania Lutheran School, or the Lutheran Church of Australia due to the addressing format. For this reason, the user must take care to explicitly identify personal opinions and views when they are expressed in external mail messages.
- Internet mail is not a fully secured and private medium for correspondence. Confidential information should not be communicated through Internet mail. Staff should treat an email

message like a postcard – if the user wouldn't send the message on a postcard then it shouldn't be sent via email.

- Email messages could be lost, delayed, or intercepted. Additionally there is no way of tracking or tracing a message after it enters the Internet. Staff should not use email to send material where guaranteed delivery within a prescribed timescale is required.
- Emails relating to the School are to contain relevant information only. Additional embellishments such as borders, quotes, background colour, photographs, pictures etc are not to be included.
- All school emails will contain the school's privacy and confidentiality information warning.

### **Monitoring and Privacy**

Bethania Lutheran School recognises the right to privacy of employees and the right to use network services as freely as possible. However, Bethania Lutheran School staff must be aware that monitoring and logging of network usage is performed by Bethania Lutheran School to ensure that:

- the integrity of the network is maintained;
- the network is being used for authorised, lawful activities; and
- the network is being used consistently with these guidelines.

The school installs virus software on all its computers. Users who suspect that a file or document, including any attachment, has a virus are advised to not open it and delete it.

### **Conditions for Non Work Related Email and Internet Use**

Bethania Lutheran School acknowledges and accepts limited non-work related use of email and the Internet subject to the following conditions:

- Such use is not detrimental to job responsibilities
- Email sent is lawful and does not include defamatory or libellous statements.
- Email shall not be used to knowingly distribute pornographic material.
- Email shall not be used as a means of sexual harassment or harassment in general.
- Email shall not be used for sending offensive comments based on an individual's gender, age, sexuality, race, disability or appearance.
- Employees do not knowingly access, or encourage others to access websites or other areas of cyberspace with pornographic materials or those which encourage/promote racism or intolerance or those sites likely to offend or which are violent, illegal or illicit in content.
- Employees are not to discuss or refer to school related activities on social networking sites.
- Employees should not allow parents and/or students access to their personal networking sites eg Facebook, Twitter, Myspace.
- Subscriptions to newsletters and updates etc of a personal nature are to be limited to private email addresses only – not school email.

### **Breaches**

Breach of the above conditions would constitute unacceptable use. Measures likely to happen as a result of a breach include but are not limited to:

- discussing appropriate usage,
- temporarily or permanently revoking email and/or Internet usage,
- formal warning,
- providing access to appropriate records for State or Commonwealth authorities to conduct their lawful investigations.

In cases of serious breach (ie) continual unacceptable use following counselling / warnings or use of the Internet / email to carry out a criminal offence could result in termination of employment. The response used will depend on the severity of the breach.