DIGITAL LEARNING ACCEPTABLE USE

RATIONALE

The FHC Digital Learning System includes any hardware, software, computer laboratories, furniture and related services such as College network, email, Intranet and Internet students use at Forest Hill College.

All students of the College have access to the College Network and the Internet. If a parent wishes their child not to have this access, a letter detailing the reason for lack of access will be required addressed to the Principal.

For access to and use of Forest Hill College’s Network and Internet facilities, students and parents need to read the following policy. Students and their parents should retain the copy of the policy as a reminder of the agreement they have signed on the enrolment form.

STUDENTS AND THEIR PARENTS SHOULD RETAIN THIS COPY OF THE POLICY AS A REMINDER OF THE AGREEMENT THEY HAVE SIGNED.

PURPOSE

The purpose of this policy is to establish the acceptable use of the Digital Learning System as a tool for learning at Forest Hill College. In interacting with the worldwide community through electronic media, the user’s code of behaviour is expected to be an extension of the College Learning Culture.

GUIDELINES FOR IMPLEMENTATION

The following Guidelines apply to all users of the Digital Learning System at Forest Hill College.

1. All users will have signed their acceptable use agreement Appendix 1.
   This is found in the College Planner.
2. Acknowledge that the aim of the Forest Hill College Digital Learning System is educational.
   Users must be able to demonstrate that Digital Learning System use is a valid component of research to support class work.
3. Respect College resources and equipment:
   Access to the Digital Learning System is a privilege to be available equally to all. It is not free, and requires care and respect of equipment to minimize damage and expense and to ensure availability. The educational opportunity of all users must be protected.
4. Accept full responsibility and liability for their actions when using the Digital Learning System.
   Whilst all due care will be taken by Forest Hill College to ensure responsible use of the Digital Learning System, all users will assume full liability, legal, financial or otherwise for their actions.
5. Identify themselves in all correspondence.
   Users will not masquerade as or misrepresent other users.
6. Respect the rights, privacy and property of others
   a. The work of other persons is theirs alone. If another person’s work is used it must be properly acknowledged in accordance with copyright regulations.
   b. Do not copy file from another user without their permission. Copying files or password belonging to another user without permission may constitute plagiarism or theft.
   c. Do not disclose passwords to anyone
   d. Do not read the mail of other people
   e. Do not reveal personal information such as addresses or telephone number.
   f. Do not threaten the security or integrity of the School’s Digital Learning System
   g. Do not attempt with or without additional software tools to bypass the normal Digital Learning Systems
7. Avoid public criticism of other people or organizations.
   While debate is encouraged, public criticism can result in legal penalties. Be aware that there is no privacy on Digital Learning System including the Internet and any e-mail message may be relayed to others. The sender of any message will be held responsible for the content. Forest Hill College reserves the right to inspect or review accounts and files for security and policy enforcement purposes.
8. Agree not to access inappropriate or illegal materials through the Forest Hill College Internet connection or use once available.
   In accordance with the College Code of Conduct it is not permitted to access or create material that may be offensive to parents, teachers or other students. If the user wishes to search for material believed to be appropriate to research but that others might find offensive, then the user will seek written permission from the relevant teacher.
9. Accept that inappropriate behaviour whilst accessing the Digital Learning System shall incur penalties.
   Forest Hill College reserves the right to terminate, suspend or otherwise limit network/Internet access at any time as deemed necessary in their judgment.
    There are two occasions on which students’ photos might be published on an internet site:
    a. When students are developing web pages they sometimes include a page about themselves. On these occasions students may use a digital photo of themselves on their page.
    b. Photos of students may be used on the College wide site or in College publications available on the web, e.g. newsletters.
       i. The Privacy Act requires the College to seek permission of parents to allow publication of student images and names in publications seen outside the College precinct. This will be enacted on enrolment.
11. Email Use.
In composing e-mails students should:

a. write well structured e-mails and use short, descriptive subjects;
b. use clear headings and appropriate salutations;
c. use appropriate language and ensure that the content, form, grammar and spelling of all e-mail messages meets professional standards prior to transmission;
d. only send e-mails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the e-mail, using other means of communication, or protecting information by using a password; and
e. only send attachments where necessary and appropriate.

In composing e-mails students should NOT:

f. send unsolicited e-mail messages, except for proper school-related purposes;
g. send chain letters with or without attachments;
h. forge or attempt to forge e-mail messages; disguise or attempt to disguise identity when sending an e-mail message;
i. send e-mail messages using another person’s e-mail account while claiming to be that person;
j. copy a message or attachment belonging to another user without permission from the originator;
k. write e-mails in capitals;
l. encrypt e-mails without written permission from management; or
m. use e-mail as a filing system.

12. Privacy
Students expressly waive any right of privacy in anything they create, store, send or receive on the Digital Learning System or the School’s network. In addition, monitoring software will be used to check on screen activity on any connected netbook or desktop computer at random times and logs will be kept of all Internet and internal activities or web browsing history. Breaches of the acceptable use policy will result in consequences depending on the severity of the breach.

13. Prohibited Use of the Digital Learning System
Prohibited uses of the Digital Learning System include any conduct that:

a. Violates or infringes the rights of any other person, including the right to privacy
b. Contains real or potentially defamatory, false, inaccurate, abusive, obscene, violent, pornographic, profane, sexually-explicit, sexually-oriented, threatening, racially offensive or otherwise biased, discriminatory or illegal or any other inappropriate material;
c. Has instructions on the manufacture and/or use of illegal and/or dangerous products, substances or materials or any other illegal or subversive activity;
d. Breaches any other School policy, including prohibitions against harassment of any kind;
e. Accesses intellectual property in a way that breaches intellectual property rights;
f. Attempts or succeeds in obtaining unauthorized access to Digital Learning System, attempts to breach any security measures on any such, attempts to intercept any electronic transmissions without proper authorization, or unauthorized use of a password/mailbox, including constructing electronic communication so that the communication appears to be from another person/organization;
g. Fails to use the system as prescribed, thus permitting infection by computer virus or deliberate infection by computer virus;
h. Propagates chain e-mails or forwarding messages to groups or lists without the consent of the user;
i. Results in unauthorized external access to the Digital Learning System; or
j. Offends or potentially offends the ethos, principles and/or foundations of the School

The consequences of engaging in inappropriate use of the Digital Learning System will vary according to the seriousness of the breach.

RATIFIED BY COLLEGE COUNCIL: AUGUST 2012
### ACCEPTABLE USE AGREEMENT

I have read and understand the Digital Learning Acceptable Use policy. I understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions may result in:

- internet and mobile technology access privileges being suspended or revoked
- Consequences being implemented including possible suspension/expulsion

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