



St Mary's School
Waverley
Founded 1888

INFORMATION AND COMMUNICATION TECHNOLOGY USAGE POLICY

Communications via computer and other electronic devices are often public in nature. General school rules for the use of electronic equipment apply to staff as well as pupils. Users must comply with school standards and must honour the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilising the computers. With particular respect to personal devices, such as smart phones, laptops and iPads, St Mary's computer administrators are not responsible for the repair or maintenance of such devices.

Computer administrators reserve the right to review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school computers will be private. Within reason, freedom of speech and access to information will be honoured.

School policy for use of the Internet, email, social media and electronic devices will not permit the following:

- bringing the name of the school into disrepute
- sending or displaying offensive or unfair discriminatory messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another person's password
- trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the computers for commercial purposes

Violations will result in a loss of access to computers at St Mary's as well as other disciplinary or legal action.