



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.

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 would be private. Within reason, freedom of speech and access to information will be honoured.

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

- Using email programs other than the St Mary's email
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers and other electronic devices, computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another's folders, work or files
- Intentionally wasting resources
- Employing the devices for commercial purposes

Pupils agree to comply with the school's rules for using the school's equipment and for communicating over the network in a responsible manner, while honouring all relevant laws and restrictions.

Parents or legal guardians of the pupil, grant permission for their child to access networked computer services such as electronic mail and the Internet. Parents or legal guardians may be held liable for violations and for any physical damage to the equipment.

It is understood that some materials on the Internet may be objectionable. Teachers and parents or legal guardians accept responsibility for guidance of Internet use, and setting and conveying standards for the pupils to follow when selecting, sharing or exploring information and media.

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