



INTERNET USE POLICY

1 INTRODUCTION

- 1.1 Minaret College ('College') allows access to and the use of email, the internet and the College intranet for educational, respectful communication and research purposes only.
- 1.2 The purpose of this policy is to identify the applicable rules for Students, staff, volunteers and external providers accessing the College's Electronic Resources and using Social Media.

2 SCOPE

- 2.1 This Policy applies to all:
 - a) College Students accessing the College's Electronic Resources or referring to the College or Students, staff or external providers on Social Media; and
 - b) staff, volunteers and external providers that access the College's Electronic Resources.

3 ACCESS TO THE COLLEGE'S ELECTRONIC RESOURCES

- 3.1 Students must only access the College's Electronic Resources after obtaining authorised access and an individual password from the College.
- 3.2 Students must not share passwords for access to the College's Electronic Resources with any other Student, friend or family member.
- 3.3 The College's Electronic resources must only be used for purposes approved by the College.

4 SUITABLE USAGE OF THE COLLEGE'S ELECTRONIC RESOURCES

- 4.1 The College is aware that Students do not always have the ability to stop others from sending them material they did not request. However, once the Student is aware they have received any material via the College Electronic Resources that breaches this policy, they must immediately inform their teacher.
- 4.2 Students must only use the College's Electronic Resources for schoolwork and education related communications.
- 4.3 Student must not use the College's Electronic Resources inappropriately at any time. This includes:
 - a) Keeping the tone in all emails respectful, without using offensive, discriminatory, defamatory, insulting, obscene, pornographic, racist, or disruptive pictures or language.

- b) Refraining from making any inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes of any Student or other member of the College community in emails or Social Media posts about the College;
 - c) Keeping publication of any reference to the College on any Social Media respectful and refraining from making any comment or posting any picture that is offensive, discriminatory, defamatory, insulting, obscene, pornographic or racist.
 - d) Refraining from sending or forwarding via any Electronic Resource any sexually explicit messages or pictures, including naked pictures of any person; and
 - e) Refraining from sending chain mail or links to games via any Electronic Resource.
- 4.4 Attempts to hack the College's Electronic Resources are prohibited and Students must refrain from any such attempt.
- 4.5 Students must only attach to an email material which does not breach copyright. This includes software, pictures, articles, text or other downloaded information.
- 4.6 Students must check that any files downloaded when accessing the College's Electronic Resources are virus free.
- 4.7 Students must not intentionally disseminate any computer viruses through the College email system.
- 4.8 Students must not use someone else's identity and password when accessing the College email system.
- 4.9 Any information that is confidential to the College must not be distributed or disclosed via emails by Students.
- 4.10 Students, staff, volunteers and external providers posting to Social Media should not damage the College's reputation in any way.

5 STUDENT BREACHES

- 5.1 The College's IT Department monitors the computer and network usage in a manner that complies with all privacy obligations to ensure the College's expectations of behaviour as stated in this policy are being met.
- 5.2 Any breach of this policy while using the College's Electronic Resources may result in the withdrawal of a Student's privilege to use the College's Electronic Resources and/or disciplinary action being taken in line with Student Discipline Policy.

6 COLLEGE COMMUNICATIONS

- 6.1 The College and its staff and external contractors that access the College's Electronic Resources shall ensure all communication from staff and external contractors are respectful. This includes:
- a) Keeping the tone in all emails respectful, without using offensive, discriminatory, defamatory, insulting, obscene, pornographic, racist, or disruptive pictures or language;

- b) Refraining from making any inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes of any Student or other member of the College community in emails or Social Media posts about the College;
- c) Keeping publication of any reference to the College on any Social Media respectful and refraining from making any comment or posting any picture that is offensive, discriminatory, defamatory, insulting, obscene, pornographic or racist.
- d) Refraining from sending or forwarding via any Electronic Resource any sexually explicit messages or pictures, including naked pictures of any person; and
- e) Refraining from sending chain mail or links to games via any Electronic Resource.

7 DEFINITIONS

“Electronic Resources” means the College’s computer resources such as email, internet and intranet.

“Social Media” includes all online media which allows user participation and interaction, including but not limited to:

- a) Micro-blogging and actiivy stream sites e.g. Twitter, Yammer
- b) Social networking sites, e.g. Facebook, Snapchat
- c) Forums and discussion boards e.g. Yahoo groups, Google groups
- d) Blogs and blogging platforms, e.g. WordPress, Blogger
- e) video and photo sharing websites, e.g. Flickr, YouTube, Blip, Instagram YouTube and Vimeo
- f) Podcasts
- g) online encyclopaedias, e.g. Wikipedia
- h) any other websites that allow individual users or companies to use simple publishing tools (e.g. wikis), and
- i) any other new forms of social media that may emerge from time to time.

“Student” means a student that is currently enrolled at the College.

8 RELATED POLICIES

- Bullying Prevention and Intervention Policy;
- Child Safety Code of Conduct;
- Child Safety Policy;
- Mandatory Reporting Policy;
- Reportable Conduct Policy;
- Supervision Policy;
- Suspension and Expulsion Policy;
- Information and Communication Technology (ICT);
- Cyber Safety Policy; and
- IT Resources Manual.

DOCUMENT CONTROL

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