

PORNOGRAPHY POLICY *Revised Version Ratified by College Council 27/11/2007*

It is expected that the following policy would apply equally to pornography generally across the whole College (e.g. to the use of the computer facilities, on graphics calculators, mobile phones, generally in the classroom, on camps and excursions, etc.). However, special emphasis has been placed on the use of the College's computer facilities as they are seen as the most easily compromised area.

Edenhope College's 'Student Computer Use Code of Conduct' states the following:

Summary of conditions

Students must not deliberately enter, or remain in, web sites containing objectionable material or bring objectionable material to school on memory devices e.g. mobile phone chips, ipods, memory sticks, etc.

Networks

Students must not store files containing obscene material – pictures or text in their school directory:

Internet usage

World Wide Web

The World Wide Web is a vast source of material of all sorts of quality and content. The college will exercise all care in protecting students from offensive material, but the final responsibility must lie with students in not actively seeking out such material.

Students must not deliberately enter or remain in any site that contains nudity, obscene language or sexual discussion intended to provoke a sexual response.

Pornography is defined in the Oxford dictionary as:

“Explicit presentation of sexual activity in books, films and other genre for erotic, not aesthetic purpose.”

On a school basis, for the purposes of a practical, working, definition it would be expected that pornography would basically be defined as:

“Any graphic-based material that reveals an individual's private parts (i.e. parts ordinarily clothed) in either compromising or non-compromising situations.”

The 'Student Computer Use Code of Conduct' has a range of suggested penalties for offences, including the viewing, storage, and sharing of pornographic material at school, including suspension from the College.

As this material is of an explicit nature, not normally available to minors (those under the age of 18), it is critical that the College takes a hard and definite line on this issue. This is akin to both cigarettes and alcohol, which carry the same age limitations on their supply.

With this in mind, it is proposed that regardless of the volume of pornography an offending student is found with in their possession or has been intentionally dealing with, that a College suspension should automatically follow (accompanied by suitable counselling) as seen fit by the Principal.

STUDENT COMPUTER USE CODE OF CONDUCT

Guidelines and Conditions for Appropriate Use of Computer Facilities ***Revised Version Ratified by College Council 27/11/2007***

The Edenhope College network is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. All students are given full access to the network with an individual account. Students will also have College administered individual electronic mail and full Internet access.

Any such facilities must be regarded as privileges which may be withdrawn for misuse of the resources. Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.

STUDENT COMPUTER USE CODE OF CONDUCT *continued*

1. General policies

- Use of computer/Internet resources for educational purposes has priority over other (recreational) uses. The computer laboratory is open one lunchtime each week for the Lunchtime Activities Program. **Students completing homework always have priority access.** Students may access computers during all lunchtimes on arrangement with their teachers.
- Appropriate language must be in all communications including email messages and web pages/wikis.
- No user may deliberately or carelessly waste computer resources (e.g. unnecessary printing) or disadvantage other users (e.g. by monopolising equipment, network traffic etc).
- Consideration must be given to avoiding inconvenience to other computer users (e.g. use headphones to listen to sound or music; leave computers ready for the next user to log in; don't leave programs running on computers when you leave; don't leave rubbish or paper lying around computers; replace furniture to normal positions when you leave).
- For hygiene and health reasons, all students should have their own head phones.

Summary of conditions

Students must not:

- use abusive or obscene language in any communications
- steal, or deliberately or carelessly cause damage to any equipment
- interfere with or change any software settings or other people's files
- attempt to get around or reduce network security
- do anything in any other person's home directory
- store unauthorised types of files in their own school directories
- waste resources
- send "spam" (bulk and/or unsolicited e-mail)
- reveal personal information in any communications
- deliberately enter, or remain in, web sites containing objectionable material
- knowingly infringe copyright
- use or create non-educational blogs

2. Computer hardware

Computer facilities are expensive and sensitive. They must be treated carefully.

Students must not:

- do anything likely to cause damage to any equipment, whether deliberately or carelessly
- steal equipment
- vandalise equipment (e.g. graffiti)
- damage or remove any components
- mark or deface any equipment
- interfere with networking equipment such as hubs
- eat or drink near any College owned computer resources
- attempt to repair equipment ,including printers and scanners
- attempt to solve paper jams
- unplug cables or equipment
- move equipment to another place (exception is mobile notebook computer trolleys)
- remove any covers or panels
- disassemble any equipment
- disable the operation of any equipment

Students must report other students breaking these rules.

2. Computer hardware

Students are not authorised to attempt the repair or adjustment of any college hardware or software. Any such attempt will be regarded as a violation of network security. Any problem with equipment or software must be referred to an authorised staff member.

STUDENT COMPUTER USE CODE OF CONDUCT *continued*

3. Software and operating systems

Computer operating systems and other software must be set up properly for computers to be useful. Students will not:

- change any computer settings (including screen savers, wallpapers, desktops, menus standard document settings etc) without permission
- bring to school on a memory device (e.g. mobile phone chip, ipod, memory stick, etc.) any files other than those directly related to their learning.
- bring or download unauthorised programs, including games, to the College or run them on College computers. Online internet games are banned
- delete, add or alter any configuration files
- copy any copyrighted software to or from any computer, or duplicate such software
- deliberately introduce any virus or program that reduces system security or effectiveness
- play non-educational games during class time.

4. Networks

Network accounts are to be used only by the authorised owner of the account.

If you find a computer logged in, you should do nothing in that account except log out.

It is the responsibility of students to make backup copies of their work. The college will exercise due care with backups but will not be held responsible for lost data.

Students must not:

- attempt to log into the network with any user name or password that is not their own, or change any other person's password
- reveal their password to anyone. Students are responsible for everything done using their accounts, and everything in their home directories. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause college rules to be broken
- use or possess any program designed to reduce network security
- enter any other person's school (home) directory (drive H:) or do anything whatsoever to any other person's files
- attempt to alter any person's access rights
- store the following types of files in their school directory:
 - obscene material – pictures or text
 - obscene filenames
 - insulting material
 - password-protected files
 - copyrighted material
- intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.

5. Printing

Students must minimise printing at all times by print previewing, editing on screen rather than on printouts, and spell-checking before printing.

Students must not load paper into printers without permission. Paper that is pre-used, torn, creased, damp, irregularly shaped or sized or unsuitable for laser printers should not be used in laser printers.

6.1 Internet access

Internet access is expensive and has been provided to assist students' education. Students must use it only with permission, and not in any unauthorised way. It is not intended for entertainment. Because the Internet is an unsupervised environment, the College has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end, however, **it is the responsibility of individual students to ensure their behaviour does not contravene College rules or rules imposed by parents/guardians.**

STUDENT COMPUTER USE CODE OF CONDUCT *continued*

The College is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The College is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

It is the responsibility of the College to:

- provide training on the use of the Internet and make that training available to everyone
- make users aware of the College Internet Access Policy
- take action to block the further display of offensive or inappropriate material that has appeared on Internet links

6.2 Email

Electronic mail is a valuable tool for personal and official communication both within the College network and on the Internet. Students and staff are encouraged to use it and take advantage of its special features. As with all privileges its use involves responsibilities.

Since students are given free email accounts by the College, no other email accounts may be used at the College. If you have other email accounts, you must check for mail and collect it at home. Other email accounts such as Hotmail must not be used on College computers.

Throughout the Internet there are accepted practices known as Netiquette which should be followed. The following points should be noted:

- Use appropriate language and be polite in your messages. Do not be insulting, abusive, swear or use vulgarities.
- Never write hate mail, chain letters, harassing or discriminatory remarks or engage in other antisocial behaviours. Therefore no messages should contain obscene comments, threats, sexually explicit material or expressions of bigotry or hate.
- Do not reveal your personal address or the phone numbers of students or colleagues.
- Email is not guaranteed to be private. System administrators do have access to all files, including mail. Messages relating to illegal activities may be reported to the authorities.
- Students should ensure that their email address does not fall into the wrong hands.

Teachers will set their own guidelines for use of electronic mail in class time. A possible practice is for students to be given a small amount of time at the beginning and/or end of a lesson in which they may check their mail but the use of electronic mail during class time is at the discretion of the teacher.

Students will not:

- send offensive mail
- send unsolicited mail to multiple recipients ("spam")
- send very large attachments
- leave mail on the server after it has been read
- use email for any illegal, immoral or unethical purpose
- attempt to disguise their identity or the true origin of their mail
- forge header messages or attempt to use any mail server for deceptive purposes
- use any mail program designed to send anonymous mail

6.3 Chat lines

Real-time "chat" programs are not to be used.

6.4 World Wide Web

The World Wide Web is a vast source of material of all sorts of quality and content. The College will exercise all care in protecting students from offensive material, but the final responsibility must lie with students in not actively seeking out such material. It is conceivable that, especially for senior students, information is required for curriculum purposes that may appear to contravene the following conditions. In such cases, it is the responsibility of students and teachers to negotiate the need to access such sites.

STUDENT COMPUTER USE CODE OF CONDUCT *continued*

Students will not deliberately enter or remain in any site that has any of the following content:

- Nudity, obscene language or sexual discussion intended to provoke a sexual response
- Violence
- Information on, or encouragement to commit any crime
- Racism
- Information on making or using weapons, booby-trap, dangerous practical jokes or "revenge" methods
- Any other material that the student's parents or guardians have forbidden them to see.

If students encounter any such site, they must immediately turn off the computer monitor (not the computer itself) and notify a teacher. Do not show your friends the site first.

- The Internet must not be used for commercial purposes or for profit.
- The Internet must not be used for illegal purposes such as spreading computer viruses or distributing/receiving software that is not in the public domain.
- It is inappropriate to act as though you intend to break the law e.g. by attempting to guess a password or trying to gain unauthorised access to remote computers. Even if such attempts are not seriously intended to succeed, they will be considered serious offences.
- Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs which are harmful to another user's data or equipment.
- Copyright is a complex issue that is not fully resolved as far as the Internet is concerned. It is customary to acknowledge sources of any material quoted directly and it is a breach of copyright to transmit another user's document without their prior knowledge and permission. This includes the use of images and text. It is safest to assume all content on Web sites is the legal property of the creator of the page unless otherwise noted by the creator.

6.5 The College Web site

Material placed onto the College Web site must:

- be checked for appropriateness and (as far as possible) accuracy
- not violate copyright
- have the written permission of a parent/guardian if the parent or guardian has requested such a veto
- not contain the home address or home phone number of an individual
- not contain the e-mail or Web address of a student unless specifically required and requested
- not contain the photo of any person without their permission.

Links to sites beyond the College site must be checked for appropriate content. It must be recognised that the content of external sites may change after links have been made, and the College cannot be held responsible for the contents of linked sites, but the College must exercise all due care to ensure no objectionable material is directly accessible via links on our site.

7. Possible penalties

More than one may apply for a given offence. Serious or repeated offences will result in stronger penalties.

- Ban on lunchtime computer use
- Removal of email privileges
- Removal of school directory and network access (with consequent inability to satisfactorily complete unit requirements of the subject)
- Paying to replace damaged equipment
- Suspension from the College
- Temporary ban on using computers
- Removal of Internet access privileges
- Removal from classes where computer use is involved
- Criminal charges may be laid with the police

PLEASE NOTE: The student and his/her parents or legal guardian need to sign the contract for use of computer facilities at Edenhope College and return it to the College before computer use/internet access is allowed.