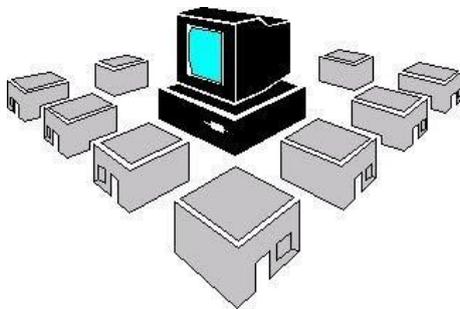


# **St Patrick's College Gympie**

## **Student Handbook**

### **Technology Agreements and Guidelines**





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**1.**

## **Overview of Key Points**

College computers, including all laptops and devices, ARE NOT FOR PERSONAL use – these computers are for college use – they are not to be used to store personal material. The student devices are provided to enhance learning.

The material stored in your files and folders comes under the responsibility and accountability of the College – therefore you need to ensure you do not have offensive material, or material that breaches copyright or ethical use in your files.

### **It is important students take heed of the following:**

- Do not give your password to another student
- No music, games, pictures that are not school related to be stored on any College device. Others must meet copyright requirements
- If you require music, images or other files for school use they are to be placed in the appropriately marked folder and approved by a teacher – **See Copyright note.**
- File Storage/Maintenance – All college related files **MUST** be stored in your OneDrive. You are to create folders for each of your subjects under which you will store the relevant material for that subject. Files stored on removable devices or laptops should always be copied to your OneDrive. The college is not responsible for the loss, damage, breakdown of external storage devices. During maintenance laptop drives are cleared and reloaded, all data is lost unless saved to the 'cloud' or personal storage.
- When naming files, they must be appropriately named e.g. No swearing or slang names and clearly naming the task/subject.

### **Student issued an individual Device**

- The computer remains the property of the college
- Insurance and maintenance will be covered by the College (see content for details)
- The supplied laptop is the only device allowed; private laptops or other devices will not be permitted.
- Having the laptop charged for daily use is the responsibility of the student
- Only software or Apps authorised by the college are permitted.
- Devices will be subject to audits to ensure illegal software, movies and music are not installed on the machines and to ensure they are free of viruses.
- It is the student's responsibility to ensure all work completed on the device is stored to the student OneDrive 'cloud' space

**2.**

**St Patrick's College Technology Program focus**

The focus of the Laptop Initiative at St Patrick's College is to prepare students for their future, a world of digital technology and information. Increasing access to technology is essential for that future.

St Patrick's College will work to create a learning environment that has a '21st century' curriculum, one that is relevant and provides a real-world education. Students will develop skills in the following areas:

- Information/Research
- Communication
- Thinking and problem-solving
- Interpersonal
- Self-direction
- Digital Citizenship

The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of Tertiary education and the workplace. Learning results from the interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher; it transforms the teacher from a director of learning to a facilitator of learning. The device allocation helps integrate technology into the curriculum in a more flexible way.

The policies, procedures and information within this document apply to all computers used at St Patrick's College, including any other device considered by the College to come under this policy. *Teachers may set additional requirements for computers use in their classroom.*

**Use of Technology Resources Policy St Patrick's College**

St Patrick's College is pleased to offer students and staff access to technology resources for schoolwork and enrichment activities. The purpose of the St Patrick's College's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of St Patrick's College.

**Regulations**

The use of St Patrick's College's technology resources is a privilege, not a right. The privilege of using the technology resources provided by St Patrick's College is not transferable or extendible by College students to people or groups outside and terminates when a student is no longer enrolled St Patrick's College. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a person violates any of the requirements, terms or conditions, computer privileges may be terminated, access to the all college technology resources may be denied, and the appropriate disciplinary action shall be applied.

### **3. Nine Themes of Digital Citizenship - Abridged**

*Digital citizenship can be defined as the 'norms of appropriate, responsible behaviour with regard to technology use'*

#### **1. Digital Access:** *full electronic participation in society.*

Technology users need to be aware of and support electronic access for all to create a foundation for Digital Citizenship.

#### **2. Digital Commerce:** *electronic buying and selling of goods.*

Technology users need to understand that a large share of market economy is being done electronically.

#### **3. Digital Communication:** *electronic exchange of information.*

Now everyone has the opportunity to communicate and collaborate with anyone from anywhere and anytime. Unfortunately, many users have not been taught how to make appropriate decisions when faced with so many different digital communication options.

#### **4. Digital Literacy:** *process of teaching and learning about technology and the use of technology.*

As new technologies emerge, learners need to learn how to use that technology quickly and appropriately. Digital Citizenship involves educating people in a new way - these individuals need a high degree of information literacy skills.

#### **5. Digital Etiquette:** *electronic standards of conduct or procedure.*

We recognise inappropriate behaviour when we see it, but before people use technology they do not learn digital etiquette (i.e., appropriate conduct). It is not enough to create rules and policy, we must teach everyone to become responsible digital citizens in this new society.

#### **6. Digital Law:** *electronic responsibility for actions and deeds.*

Digital law deals with the ethics of technology within a society. Unethical use manifests itself in form of theft and/or crime. These laws apply to anyone who works or plays online. Hacking into others information, downloading illegal music, plagiarising, creating viruses, sending spam, or stealing anyone's identify or property is unethical.

#### **7. Digital Rights & Responsibilities:** *Digital citizens have the right to privacy, free speech, etc.*

Basic digital rights must be addressed, discussed, and understood in the digital world

#### **8. Digital Health & Wellness:** *physical and psychological well-being in a digital technology world.*

Users need to be taught that there inherent dangers of technology. Digital Citizenship includes a culture where technology users are taught how to protect themselves through education and training.

#### **9. Digital Security (self-protection):** In any society, there are individuals who steal, deface, or disrupt other people. The same is true for the digital community. In our own homes, we put locks on our doors and fire alarms in our houses to provide some level of protection. The same must be true for the digital security.



#### 4. Copyright – Issues and general guidelines

St Patrick's College Gympie Movie and Music 'Piracy' is against both National and International law. Any movie or music that has had region or DRM (Digital Rights Management) data altered or removed is also illegal whether or not the original copy of a DVD or music is held.

- Works such as texts, music, art, films, sound recordings, broadcasts and digital materials are protected by copyright. Students and teachers may only copy a reasonable portion (generally 10%) for purposes of research or study.
- Students and staff wishing to use any music or video must provide proof of ownership of an 'original' copy of the material.
- All students 'media' must be checked and approved by the teacher setting the task.
- Any media that has been approved must be for a specific assignment or task required for education assessment. ***The media must be stored in folders named accordingly for easy identification of subject and task.*** Still images must also be stored in this way.
- All media (Pictures, Music and Video) must be acknowledged in all presentations. The correct acknowledgement of media is an important part of an assignment
- Presentations/Movies/Recordings created by staff and students are for the purpose of education and assessment and must not be played outside the College. (subject to special conditions). This includes internet streaming media sites (eg: YouTube) and social media sites (eg: Facebook, Instagram etc).
- All 'creations', whether original or not, remain the property of the College.(See Intellectual Copyright Provisions)
- The use of College Logos or emblems without approval is also prohibited. This includes images of uniforms, buildings or grounds that identify the College.
- Any digital media stored on College equipment that does not have approval will be deleted without consultation. There may be further action as required by the approved authority within or outside the College.
- These rules also apply to all laptops and devices in the College as well as College supplied 'cloud' storage.
- 'Illegal' music or video is not permitted to be played on college equipment from USB drives, external hard drives or any attached device.

*Just because something is on the Internet it is not free for any use - copying or downloading material from the Internet may be a breach of copyright or other intellectual property rights. Students must not use College technology resources to copy, download, store or transmit any such material that may include music files, movies, videos or any other form of media.*

#### *Reference documents:*

1. Education Copyright basics – Australian Copyright Council
2. Copyright for Schools – [www.smartcopy.edu.au](http://www.smartcopy.edu.au)
3. AMCOS – APRA License Document - [www.smartcopy.edu.au](http://www.smartcopy.edu.au)
4. Copyright Compliance Manual for Teachers Final 2010 – BCE Website - extract from: National Copyright Unit--Ministerial Council on Education, Early Childhood Development and Youth Affairs

## **1.1. DEVICE SPECIFICATIONS, for Student issue**

The device selected for use at St Patrick's College will vary depending on required specifications and price

## **1.2. RECEIVING YOUR LAPTOP**

Laptops will usually be distributed during "Student Registration & Laptop Orientation." Parents & students must sign and return the Laptop Student Agreement documents before the laptop will be issued. Laptops may be collected at times during the year for maintenance, cleaning, and software installations. Students will **retain their original laptop each year** while enrolled at St Patrick's College. **New devices are issued in year 7 and year 10.**

## **1.3. TAKING CARE OF YOUR LAPTOP (Failure to do so may be at a cost to the user)**

Students are responsible for the general care of the laptop they have been issued by the college. Laptops that are broken or fail to work properly must be taken to the Technology Help Desk.

### **General Precautions**

- Laptops must always be carried in a protective case, including at home.
- Laptops must remain free of any writing, engraving, drawing, stickers, or labels.
- No food or drink is allowed next to the laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for having their laptops charged for school each day.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth only
- Do not lean on the top of the laptop when it is closed.

## **1.4 USING YOUR LAPTOP AT COLLEGE and HOME**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, calendars, email and schedules can be accessed using the laptop computer. Students must bring their laptop to all classes, unless specifically advised not to do so by their teacher.

### **1.4.1 Laptops Left at Home**

If a student repeatedly leaves their laptop at home they will be referred to the House Coordinator for appropriate action. A loan may not be given.

### **1.4.2 Laptop Undergoing Repair**

Loan laptops may be issued to students when they leave their laptops for repair at the Technology Help Desk, if available. Daytime loans from the library may be an option, if available. These loans

St Patrick's College Gympie - Student Computer - Agreements and Guidelines  
may not include taking the unit home. An approval slip from the Help Desk is required to receive any loan.

### **1.4.3 Charging Your Laptop's Battery**

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy may result in disciplinary action.

### **1.4.4 Screensavers/Wallpapers**

Inappropriate media may not be used as a screensaver or Wallpapers

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action.
- Passwords on screensavers are not to be used.

### **1.4.5 Sound**

Sound must be muted at all times unless permission is obtained from the teacher, for instructional purposes. Students must purchase their own headphones; they are only to be used when given permission by a teacher.

### **1.4.6 Printing**

Students may use printers with teachers' permission during class or breaks. ALWAYS check that the document is sent to the correct printer. Place unwanted printouts in recycling boxes.

### **1.4.7 Inspection**

Students may be selected at random to provide their laptop for inspection at any time.

## **1.5 PROTECTING & STORING YOUR STUDENT LAPTOP COMPUTER**

### **1.5.1 Laptop Identification**

Student laptops will be labelled in the manner specified by the college. Laptops can be identified in the following ways:

- Record of serial number
- Individual User account name and password

No other markings or stickers are to be applied. Student may attach a 'luggage tag' or similar to identify their bag. **No writing on the computers or college issued bags is allowed.**

### **1.5.2 Storing Your Laptop**

***When students are not using their laptops, they must be in their lockers with the lock fastened.***

- Nothing should be placed on top of the laptop, when stored in the locker.
- Students are to take their laptops home every day after school, regardless of whether or not they are needed. This is for both security and to ensure laptops are charged.
- Laptops should not be stored in a vehicle at college or at home.

### **1.5.3 Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas.

Unsupervised laptops will be confiscated by staff and taken to the Pastoral Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

## **1.6. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER**

### **1.6.1 Warranty**

Warranty coverage is purchased by the St Patrick's College as part of the price of the equipment. Vendors warrant the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

***Please report all laptop damage or problems to the Technology Help Desk as soon as possible even if the computer is still operational. An incident report must be completed.***

Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally or by misuse and neglect. If the damage report is not accepted for insurance purposes or a damage report is not provide full cost of repairs will be met by the student/family.

## **1.7. LAPTOP TECHNICAL SUPPORT**

The Technology Help Desk coordinates the repair work for laptops. Please obtain permission from your teacher to call to IT Support during classes. Please be aware that IT Support may not be able to deal with the request immediately in all cases.

### **1.7.1 Accidental laptop damage:**

In cases where an accidental damage claim is made and accepted, a \$100 excess may apply to claims. For an insurance claim to be lodged, a comprehensive and detailed description of the specific incident (Date, Time, Place and circumstances) that has caused the damage must be supplied and accepted. There is no insurance for laptops stolen from unsecured locations.

Students who have regular incidents of accidental laptop damage may be subject to special conditions for future use of their laptop

### **1.7.2 Theft and Enrolment termination:**

- Computers that are stolen must be reported immediately.
- There is no insurance for laptops stolen from unsecured locations.
- Students departing the College must return their individual school laptop computer.
- If a student fails to return the computer upon termination of enrolment at St Patrick's College, that student may be subject to the cost of a replacement device.
- The student will be responsible for any damage to the computer, and must return the computer and accessories in satisfactory condition. The student may be charged a fee for any needed repairs or replacement, not exceeding the replacement cost of the computer.

## **2. MANAGING YOUR FILES & SAVING YOUR WORK**

## **2.1 Saving Documents**

Students will be logging onto the St Patrick's College network and the saving of that work is their individual responsibility. Students will have their own user account and OneDrive cloud space with ample space to store *school-related work*.

When a student creates a document while working at home or away from school, that document will need to be saved to the appropriate storage place, usually OneDrive.

ALL data is removed from college network drives such as FTV and CAD at the end of each year.

Any files required by students must be saved to an external source before years end. **The cloud storage provided by the college is deleted when a student leaves the college.**

## **2.2 Saving Data to Removable Storage Devices**

Students can also backup their work using removable file storage, but the original should be in the student OneDrive.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Student files must not be stored solely on removable drives.

## **3. SOFTWARE ON COLLEGE COMPUTERS**

### **3.1 Originally Installed Software**

The software originally installed by St Patrick's College must remain on the computers in usable condition and be easily accessible at all times.

From time to time the college may add software applications for use in a particular course. The licenses for this software may require that the software be deleted from laptops or other computers at the completion of the course. Periodic checks of computers will be made to ensure that students do not have unlicensed or inappropriate software or files on computers.

### **3.2 Additional Software**

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Any additional software must be appropriate for the school environment and must not infringe on the productivity of the classroom setting.

Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers. **No additional software is to be loaded onto any college computer without permission from System Administrator.**

Games, Music and computer images containing obscene or inappropriate material are banned.

### **3.3 Virus Protection**

All college computers have anti-virus protection software.

**NO OTHER ANTIVIRUS OR SECURITY SOFTWARE IS TO BE INSTALLED.**

### **3.4 Procedure for Re-loading Software on all computers**

If technical difficulties occur or illegal software is discovered, the hard drive will be re-formatted. ONLY authorised software will be re-installed. The College does not accept responsibility for the loss of any software or data deleted due to a re-format and re-image.

#### **4. ACCEPTABLE USE (See also Student Computer Access Agreement)**

##### **4.1 General Guidelines**

Access to the College technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy.

The use of St Patrick's College's technology resources is subject to the following terms and conditions as well as guidelines covered in this manual.

- The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the St Patrick's College.
- User accounts are considered the property of the college. Staff may review college computers to check system integrity to ensure that users are using the system responsibly.
- While user files will not be examined without reasonable cause, users should not expect that anything stored on college computers or networks will be private.

##### **4.2 Prohibited technology resources activities include, but are not limited to, the following:**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting games, music, or video files using the college network.
- Vandalising, damaging, or disabling property of the college.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other personal information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components.
- Violating copyright or other protection laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate messages that can slow the system and waste other users' time and access.
- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall etc) in a way to attempt bypassing appropriate security.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Misuse or failure to care for the computer hardware adequately.

##### **4.3 Privacy and Safety on-line and at school**

- Do not go into chat rooms or send/reply to chain emails.
- Do not open, use, or change computer files that do not belong to you
- Do not reveal your full name, phone number, home address, credit card numbers, password or details of other people.
- Your storage on the network is not for your private or confidential material.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher immediately so that such sites can be blocked from further access. **This is not merely a request; it is a responsibility.**
- **College logos or images must not be uploaded to any external site without permission from the College.**

#### **4.4 Legal Propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the College and education policies. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- All assignments remain the property of the College and must not be posted on public or Social Media sites.
- Use of or possession of 'hacking' software is strictly prohibited and violators will be subject to disciplinary action.

**Refer to Copyright Note in section**

#### **4.5 Consequences**

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies may result in disciplinary action.

### **5. Role and Responsibilities**

#### **5.1 The Role of the College**

The college undertakes a commitment to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the curriculum. In addition, the college will actively support the professional development of all staff to ensure the effective inclusion of information technologies, including the relevant information skills, into the school's curriculum.

#### **5.2 The Role of the Staff within the college**

The college expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers, as well as the school Librarian and staff, will provide guidance and instructions to students in the appropriate use of such resources.

Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities and developmental levels.

#### **5.3 The Role of Parents**

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources at home, and ensuring that these standards are met. This college expects that these standards will be in accordance College guidelines, state, federal and international legislation.

#### **5.4 The Role of Students**

Students are responsible for good behaviour on the college computer network. They must comply with specific computer facilities rules. Communications on the information networks are public and general college rules for student behaviour, conduct and standards will apply. Individual users of the school computer networks are responsible for their behaviour and communications over those networks. It is presumed that students will comply with college standards and will honour the agreements they have signed.

**Copyright:**

Students, Parents and Staff are expected to respect and adhere to the laws concerning copyright and other people's ideas. *See Copyright guidelines document* and '*Intellectual Property Policy*'

## 5.5 General

- St Patrick's College does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the college nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the college explicitly agrees to pay.
- Any security or equipment problems arising from the use of technology resources must be reported to the computer Technology Help Desk or Pastoral Office.
- Students will be held responsible for maintaining their individual college computers and keeping them in good working order.
- Computers that malfunction or that are damaged must be reported to the Technology Help Desk. The college will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use may be repaired with no cost to the student. Damage caused by misuse or negligence may incur a cost to the student.

### **Breach of Guidelines:**

Breaches of these guidelines may result in students being excluded from using the school's computer equipment and/or other disciplinary action as per the Behaviour Management Policy.

## Some Key Points

***These agreements must be read, signed and returned before a laptop is issued or given access to the College network.***

A comprehensive 'Technology Handbook' with detailed information about policies and obligations is available on the College Portal.

- 1. If you are given an individual laptop it is up to you to make sure it is charged and kept in good condition**
- 2. Any damage, accidental or otherwise must be advised via an incident note**
- 3. There is a mandatory minimum \$50 excess on all accidental damages.**
- 4. Should you lose or damage your charger you will be charged the full retail replacement of that charger.**
- 5. All students, staff and parents must abide by all copyright laws if using college network or equipment**
- 6. Only music, movies or pictures legally owned by you and required for your studies can be placed on the network or Laptops.**
- 7. Make sure only YOU know your passwords**
- 8. DO NOT share passwords or logon details**
- 9. The college network is for educational purposes – Do Not store private pictures or documents of any kind on the network or laptops.**

**✓ The device you receive remains the property of the College and must be returned when leaving the College either at Graduation or if enrolment is terminated for any other reason.**

## St Patrick's College Student Agreement

### Individual Laptop allocation and use.

- 1) I will have the same Computer for approximately 3 years.
- 2) The Computer remains the property of St Patrick's College.
- 3) I will return the Computer, case and power cords in good working condition when required. The Computer must be returned when graduating or if enrollment is terminated.
- 4) I will not install any software, including games, without approval from IT support
- 5) The Computer is subject to inspection at any time without notice.
- 6) I will be responsible for all damage or loss caused by neglect, abuse or misuse.
- 7) With damage covered by Insurance, I understand a \$100 excess may still be payable.
- 8) I will advise of all damage to the Computer and complete an 'Incident report' in all cases, even if it is still functional.
- 9) I will file a police report in case of theft, vandalism, and other acts that may require it.
- 10) I will not disassemble any part of the Computer or attempt any repairs.
- 11) I will not leave the Computer unattended.
- 12) The Computer will be in my 'locked' locker when not with me.
- 13) I will bring the Computer to College each day fully charged.
- 14) I will not loan the Computer to others.
- 15) I will take the Computer to all classes unless instructed by my teacher.
- 16) I will carry the Computer in a protective case at all times.
- 17) I will not place stickers, markers, etc. on the Computer or college carrying case.
- 18) I will comply with the "St Patrick's College Student Agreement - Computer Access Agreement"

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## St Patrick's College Student Agreement - Computer Access



I agree that while using a College computer and other IT services such as the College Portal and Internet services

### I WILL

- ❖ Only use the computers for the purpose directed by the teacher in charge
- ❖ Observe all copyright laws as required by law
- ❖ Respect the rights and privacy of others
- ❖ If I accidentally come across something that is illegal, dangerous or offensive, I will report it to my teacher immediately

### I WILL NOT

- ❖ Reveal any private information such as my or another person's address or phone number
- ❖ Post offensive, racist or sexist messages or files on the internal network or internet
- ❖ Allow anyone else to use my account or give my password to anyone else
- ❖ Use another student's account or tamper with another student's account in any way
- ❖ Attempt to change or tamper with the computer network in any way
- ❖ Upload College images, Student images, College logos or Movies to public sites. (This includes Social Networking sites such as Facebook, Pinterest, Tumblr etc.)
- ❖ Store personal images, data or music on the College network or devices

### I will be held responsible for all my actions when using Computers and online services

The misuse of computers or online services may result in the withdrawal of access to equipment and services, there may be further consequences following the College behaviour processes.

Be aware that all use of internet and online communication services can be audited and traced to the internet accounts of specific users. The primary purpose of collecting this information is to enable the School to provide a safe environment for schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities.

\_\_\_\_\_

(Student Name – Please Print)

\_\_\_\_\_

(Year Level)

\_\_\_\_\_

(Student Signature)

\_\_\_\_\_

(Date)

### Parent or Guardian

I understand that the internet may give access to information that is illegal, dangerous or offensive. I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information also depends upon responsible use by students.

I give permission for \_\_\_\_\_ to use the College's computer network. I understand that students who break the school's computer usage policy may be prevented from using College's eLearning resources.

(Parent or Guardian Name – Please Print)

(Signature)

(Date)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **INTELLECTUAL PROPERTY POLICY**

### **1. INTRODUCTION**

This policy provides guidance for staff (academic and general) and students on the practices of the St Patrick's College Gympie with respect to Intellectual Property. Matters considered include the nature of Intellectual Property, its ownership, exploitation and the specific procedures adopted within the College.

### **2. OWNERSHIP OF INTELLECTUAL PROPERTY**

#### **Ownership by the College of Intellectual Property**

Except as otherwise agreed in writing by an authorised officer of the College, or stated in this Policy, the College asserts legal and beneficial ownership of Intellectual Property: (a) created by academic or general staff in the course of their employment by the College; (b) created by students of the College where:

- (i) generation of the Intellectual Property has required use of College resources; or
- (ii) generation of the Intellectual Property has resulted from the use of pre-existing Intellectual Property owned by the College; or
- (iii) the Intellectual Property belongs to a set of Intellectual Property generated by a team of which the student is a member ; or
- (iv) the Intellectual Property belongs to a set of Intellectual Property generated by a team of which this person is a member and other members are College employees; or
- (v) the Intellectual Property has been generated as a result of funding provided by or obtained by the College. ; or
- (vi) specifically commissioned by the College; or
- (vii) produced with the assistance of exceptional College resources.

#### **Dealings by staff members or students**

Except where expressly permitted under this Policy, no staff member or student may apply for in their own name, assign, license or otherwise deal with Intellectual Property which is the property of the College without the written consent of the College.

### **3. MORAL RIGHTS**

The College recognises the moral rights of the originators of Intellectual Property in accordance with the *Copyright Act 1968*. These include the right of fair attribution of authorship or invention, the need for work not to be altered or used in such a way that it harms the reputation of the originator, and an opportunity for the originator to be involved in determining the final outcome of his/her labours.

The College will use its best endeavours to assist authors in asserting their moral rights in cases where clear breaches of accepted academic conventions occur.

### **Nine Themes of Digital Citizenship**

*Digital citizenship can be defined as the norms of appropriate, responsible behaviour with regard to technology use.*

- 1. Digital Access:** *full electronic participation in society.*



Technology users need to be aware of and support electronic access for all to create a foundation for Digital Citizenship. Digital exclusion of any kind does not enhance the growth of users in an electronic society. All people should have fair access to technology no matter who they are. Places or organizations with limited connectivity need to be addressed as well. To become productive citizens, we need to be committed to equal digital access.

**2. Digital Commerce:** *electronic buying and selling of goods.*

Technology users need to understand that a large share of market economy is being done electronically. Legitimate and legal exchanges are occurring, but the buyer or seller need to be aware of the issues associated with it. The mainstream availability of Internet purchases of toys, clothing, cars, food, etc. has become commonplace to many users. At the same time, an equal amount of goods and services which are in conflict with the laws or morals of some countries are surfacing (which might include activities such as illegal downloading, pornography, and gambling). Users need to learn about how to be effective consumers in a new digital economy.

**3. Digital Communication:** *electronic exchange of information.*

One of the significant changes within the digital revolution is a person's ability to communicate with other people. In the 19th century, forms of communication were limited. In the 21st century, communication options have exploded to offer a wide variety of choices (e.g., e-mail, cellular phones, instant messaging). The expanding digital communication options have changed everything because people are able to keep in constant communication with anyone else. Now everyone has the opportunity to communicate and collaborate with anyone from anywhere and anytime. Unfortunately, many users have not been taught how to make appropriate decisions when faced with so many different digital communication options.

**4. Digital Literacy:** *process of teaching and learning about technology and the use of technology.*

While schools have made great progress in the area of technology infusion, much remains to be done. A renewed focus must be made on what technologies must be taught as well as how it should be used. New technologies are finding their way into the work place that are not being used in schools (e.g., videoconferencing, online sharing spaces such as wikis). In addition, workers in many different occupations need immediate information (just-in-time information). This process requires sophisticated searching and processing skills (i.e., information literacy). Learners must be taught how to learn in a digital society. In other words, learners must be taught to learn anything, anytime, anywhere. Business, military, and medicine are excellent examples of how technology is being used differently in the 21st century. As new technologies emerge, learners need to learn how to use that technology quickly and appropriately. Digital Citizenship involves educating people in a new way—these individuals need a high degree of information literacy skills.

**5. Digital Etiquette:** *electronic standards of conduct or procedure.*

Technology users often see this area as one of the most pressing problems when dealing with Digital Citizenship. We recognize inappropriate behaviour when we see it, but before people use technology they do not learn digital etiquette (i.e., appropriate conduct). Many people feel uncomfortable talking to others about their digital etiquette. Often rules and regulations are created or the technology is simply banned to stop inappropriate use. It is not enough to create rules and policy, we must teach everyone to become responsible digital citizens in this new society.

**6. Digital Law:** *electronic responsibility for actions and deeds*

Digital law deals with the ethics of technology within a society. Unethical use manifests itself in form of theft and/or crime. Ethical use manifests itself in the form of abiding by the laws of society.

Users need to understand that stealing or causing damage to other people's work, identity, or property online is a crime. There are certain rules of society that users need to be aware in a ethical society. These laws apply to anyone who works or plays online. Hacking into others information, downloading illegal music, plagiarizing, creating destructive worms, viruses or creating Trojan Horses, sending spam, or stealing anyone's identify or property is unethical.

**7. Digital Rights & Responsibilities:** *those freedoms extended to everyone in a digital world.*

Just as in the American Constitution where there is a Bill of Rights, there is a basic set of rights extended to every digital citizen. Digital citizens have the right to privacy, free speech, etc. Basic digital rights must be addressed, discussed, and understood in the digital world. With these rights also come responsibilities as well. Users must help define how the technology is to be used in an appropriate manner. In a digital society these two areas must work together for everyone to be productive.

**8. Digital Health & Wellness:** *physical and psychological well-being in a digital technology world.*

Eye safety, repetitive stress syndrome, and sound ergonomic practices are issues that need to be addressed in a new technological world. Beyond the physical issues are those of the psychological issues that are becoming more prevalent such as Internet addiction. Users need to be taught that there inherent dangers of technology. Digital Citizenship includes a culture where technology users are taught how to protect themselves through education and training.

**9. Digital Security (self-protection):** *electronic precautions to guarantee safety.*

In any society, there are individuals who steal, deface, or disrupt other people. The same is true for the digital community. It is not enough to trust other members in the community for our own safety. In our own homes, we put locks on our doors and fire alarms in our houses to provide some level of protection. The same must be true for the digital security. We need to have virus protection, backups of data, and surge control of our equipment. As responsible citizens, we must protect our information from outside forces that might cause disruption or harm.

**Respect, Educate and Protect (REPs)**

The concept of REPs is a way to explain as well as teach the themes of digital citizenship. Each area encompasses three topics which should be taught beginning at the kindergarten level. When teaching these ideas the top theme from each group would be taught as one REP. For example the first REP would be: Etiquette, Communication and Rights/Responsibilities. This would continue through REPs two and three. By doing this all students will have covered the topics and everyone would understand the basic ideas of digital citizenship.

**Respect Your Self/Respect Others**

- Etiquette
- Access
- Law

**Educate Your Self/Connect with Others**

- Communication

- Literacy
- Commerce

**Protect Your Self/Protect Others**

- Rights and Responsibility
- Safety (Security)
- Health and Welfare



AUSTRALIAN  
COPYRIGHT COUNCIL

# Education: Copyright Basics

This information sheet is for people who work in educational institutions and who are familiar with the basic copyright principles. There is more information at [www.copyright.org.au](http://www.copyright.org.au) and in our practical guides *Educational institutions: text, images & music*, *Educational institutions: digital & AV resources*, *Educational institutions: copyright compliance resources* and *Special case exception: education, libraries, collections*.

Check our website at [www.copyright.org.au](http://www.copyright.org.au) to make sure this is the most recent version of this information sheet, and for other information for educational institutions such as our seminar program, Q&As and useful links.

**The purpose of this information sheet is to give general introductory information about copyright. If you need to know how the law applies in a particular situation, please get advice from a lawyer.**

## Special provisions for use of copyright material by educational institutions

There are provisions in the Copyright Act that allow educational institutions to use copyright material for educational purposes without permission from the copyright owner.

The main provisions are in Part VB (copying and communicating text, images and notated music) and Part VA (copying and communicating TV and radio programs). Most of the provisions are only available to “educational institutions” (as defined in the Act) that are covered by a remuneration notice with Copyright Agency Limited (for Part VB) or Screenrights (for Part VA). A remuneration notice is an undertaking to pay for the uses made. Copyright Agency Limited ([www.copyright.com.au](http://www.copyright.com.au)) and Screenrights ([www.screen.org](http://www.screen.org)) are non-profit companies that collect copyright fees from educational institutions to distribute to copyright owners.

There are some other provisions apart from those in Parts VA and VB. These include section 200AB (the “special case” or “flexible dealing” exception) and section 28 (playing music and showing films in class).

## What is an “educational institution”?

Schools, universities and TAFE colleges are “educational institutions” for the purposes of the Copyright Act. Other organisations that provide training (whether registered as a training organisation or not) can also be an “educational institution”, but in some cases will need to follow procedures before relying on provisions in the Act.

See further *How to qualify for the Statutory Educational licence*, available on the Copyright Agency Limited (CAL) website at [www.copyright.com.au/Copyright\\_Users/Education/Education.aspx](http://www.copyright.com.au/Copyright_Users/Education/Education.aspx), and “Get a Screenrights licence” on Screenrights’ website at [www.screen.org/copyright/Australia/educational-institutions/licence.php](http://www.screen.org/copyright/Australia/educational-institutions/licence.php)

## Part VB: copying and communicating text, images and notated music

In Part VB, there is one set of provisions that allows copying of print resources such as books and newspapers (the “hardcopy scheme”), and another that allows copying and communication of digital material (the “electronic use scheme”). “Communication” includes making available online (on an intranet, for example) and email.

In each scheme, the amount of a work that can be used is, in most cases, limited to a “reasonable portion” if the work is available for purchase. Certain information must be included with digital copies and communications.

If a copy is sold, or used for a purpose other than education, it is deemed to be an infringing copy.

## Part VA: Copying and communicating material from TV and radio

Part VA allows educational institutions to record from radio and TV for educational purposes, and to copy and communicate those recordings. Unlike Part VB, Part VA allows an entire program to be recorded and copied, even if you can buy that program (on DVD, for example). Certain

information must be displayed on analogue recordings and copies, and with communications of recorded programs.

Part VA only applies to audiovisual material sourced from a broadcast. It does **not** apply to purchased, rented or borrowed DVDs or videos. Nor does it apply to a digital download or podcast, unless it is a program that has been shown as a free-to-air broadcast and has been made available online by the broadcaster (on the ABC website, for example).

If a copy is sold, or used for a purpose other than education, it is deemed to be an infringing copy.

### **Section 200AB: the “special case” or “flexible dealing” exception**

Section 200AB allows an educational institution to use copyright material for educational instruction, in certain cases, where the use is not covered by other specific exceptions in the Copyright Act. It does not apply to a use covered by Part VA of the Copyright Act (recording and communicating TV and radio programs) or Part VB (copying and communicating text and images).

Section 200AB only applies if:

- the circumstances of the use amount to a special case;
- the use does not conflict with a normal exploitation of the material;
- the use does not unreasonably prejudice the legitimate interests of the owner of the copyright; and
- the copying is not made for commercial advantage or profit.

Section 200AB is more complex than other exceptions in the Copyright Act, and you will usually need advice about whether or not it applies in a particular situation.

In some cases, section 200AB can allow the conversion or “format-shifting” of videos to DVDs.

### **Other provisions**

Other provisions in the Copyright Act relevant to educational institutions allow (without payment to copyright owners):

- playing music and screening films in class: section 28 (see our information sheet *Video, DVDs & films: screening in class*);
- copying by hand (e.g. on a whiteboard) “in the course of educational instruction”: section 200(1)(a);
- copying in connection with exams: section 200(1)(b);
- copying “insubstantial portions” (2 pages or 1%): sections 135ZMB and 135ZG; and
- copying by students for their research or study: section 40 (see our information sheet *Research or study*).

Also see our information sheet *Notices on photocopiers and other copying equipment*.

### **Other educational uses of music licensed by copyright owner organisations**

Some institutions are covered by licences from copyright owner organisations that allow them to make uses of music not covered by the special exceptions in the Copyright Act. The organisations are Australasian Performing Right Association (APRA: [www.apra.com.au](http://www.apra.com.au)), Australasian Mechanical Copyright Owners Society (AMCOS: [www.amcos.com.au](http://www.amcos.com.au)), Australian Recording Industry Association (ARIA: [www.aria.com.au](http://www.aria.com.au)) and Phonographic Performance Company of Australia (PPCA: [www.pcca.com.au](http://www.pcca.com.au))

### **Primary and secondary schools**

All government schools are covered by the following licences:

- Photocopying print music: *AMCOS Schools Photocopying Licence*;
- Recording/copying music and sound recordings: *AMCOS/ARIA Schools Recording Licence*; and
- Performance of music (outside a class): *APRA Schools Performing Licence*.

See further [www.apra-amcos.com.au/MusicConsumers/MusicinBusiness/Schools.aspx](http://www.apra-amcos.com.au/MusicConsumers/MusicinBusiness/Schools.aspx) Most other primary and secondary schools are also covered by these three licences: check with your peak organisation.

## **Universities**

Universities are covered by a Music Licence with APRA, AMCOS, ARIA and PPCA. Activities covered by the Music Licence include making of compilation CDs for educational purposes, performances of live and recorded music at certain university events, recording of music at those events, and streaming via the internet. Some music is excluded from the licence, and there are conditions for some of the uses. There is information about the licence on some universities' websites. For more information, contact your university's copyright officer or Universities Australia. Also, AMCOS offers special educational rates for synchronising of music onto student films or videos: see further [www.apra-amcos.com.au/MusicConsumers/MusicinBusiness/Universities.aspx](http://www.apra-amcos.com.au/MusicConsumers/MusicinBusiness/Universities.aspx) and our information sheet *Music: Use in student films & home videos*.

## **Further information**

For further information about copyright, and about our other publications and seminar program, see our website – [www.copyright.org.au](http://www.copyright.org.au)

If you meet our eligibility guidelines, a Copyright Council lawyer may be able to give you free preliminary legal advice about an issue that is not addressed in an information sheet. This service is primarily for professional creators and arts organisations but is also available to staff of educational institutions and libraries. For information about the service, see [www.copyright.org.au](http://www.copyright.org.au). Information from the Arts Law Centre of Australia may also be of interest to you: see [www.artslaw.com.au](http://www.artslaw.com.au).

*The Australian Copyright Council has been assisted by the Australian Government through the Australia Council, its arts funding and advisory body. © Australian Copyright Council 2008*

**DAMAGE/LOSS REPORT**

Student Full Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

Home Room Group: \_\_\_\_\_

Laptop Serial Number: \_\_\_\_\_ -

Description of damage (what damage and how this affects the Computer)

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Full explanation of how damage or loss occurred including date, location, approximate time, persons involved

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If the device was stolen, state where and how it was located at the time and whether this has been reported to the police

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Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For accidental damage/replacement, an insurance excess needs to be paid. If the damage does not meet insurance guidelines, the full cost will need to be met.

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Follow up notes by CLT member/Pastoral Middle Leader:

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