



GLENVALE
CHRISTIAN SCHOOL

ELECTRONIC MEDIA POLICY

It is the policy of GCS to ensure that school owned or leased electronic communication media, as well as all supporting systems and all data stored or transmitted on them are utilised in a professional and responsible manner, with proper security measures, for the conduct of GCS business. "Use in the conduct of GCS business" shall be construed in a broad sense to include responsible personal use incidental to travel, training, and the efficient conduct of GCS business.

The Bible is the ultimate authority and yardstick in determining what constitutes "professional" and "responsible" use.

If any specific provision of this policy directly conflicts with applicable laws or regulations, the relevant law or regulation will supersede that provision.

Electronic communication media include, but are not limited to, e-mail; the Internet; facsimile; telephone; mobile phones; voice mail; and other school-supported computing and communication resources, as well as storage media. The types of media covered in this policy may expand over time as new technology emerges.

USE OF ELECTRONIC COMMUNICATION MEDIA:

Electronic communication media and their supporting systems are business tools for GCS business purposes. All communications sent over these systems will be considered to be school-related communications and subject to the GCS Privacy Policy.

Personal use of electronic communication media is discouraged. GCS, however, recognises that some personal use will occur that is consistent with the efficient conduct of GCS business. Nevertheless, such use should be kept to a minimum. Unlawful or inappropriate use of these media, including excessive and irresponsible personal use, is prohibited.

Users are not permitted from utilising electronic communication media to send, peruse, store, transmit, or further distribute information, whether audio, verbal or visual, that may be considered offensive or disruptive.

In addition, offensive and disruptive information will include any act, behaviour or dissemination of information that is prohibited under applicable laws and regulations.

Users are prohibited from the use of electronic communication media in any manner that violates GCS policies, including its policies regarding discrimination or sexual harassment.

Unauthorised disclosure of GCS, staff, parent or student confidential information via electronic communication media is not permitted.

Misrepresenting, obscuring, suppressing or replacing a User's identity, or using another person's identification and/or password on electronic communication media is not permitted. The User name, electronic mail address and related information included with electronic messages must reflect the actual originator of the messages.

PRIVACY:

Given the large number of publicly accessible systems that most electronic mail traverses, there should be no expectation of electronic communication media privacy on the part of the User. Users should be cognisant at all times that electronic media messages are public messages, typically accessible not only by the User but also by any number of other entities at any time. Users also should be aware that files or messages that the User has deleted may be stored elsewhere and are not necessarily erased from the network.

SECURITY AND INTEGRITY OF ELECTRONIC COMMUNICATION MEDIA SYSTEMS:

In order to prevent unintended disclosure, extreme care should be exercised to prevent the mis-sending or interception of data. In addition, Users should minimise storage of confidential or proprietary data to prevent unintended disclosure.

To protect the integrity of the information transmitted through these systems, Users should send confidential or proprietary messages only to the necessary recipients and must mark those messages as school confidential and/or school proprietary. Such messages should be encrypted, both prior to sending and prior to storage. Users must not leave confidential information on their screens when they leave their workstations. Storage should be limited to the shortest practical or legally required time period.

Under the Electronic Communications Privacy Act, it is a criminal act to intercept electronic communications not addressed to you without authorisation to do so.

To protect the integrity and security of these systems, Users are prohibited from disrupting software or system performance or intentionally introducing viruses and must comply with all GCS instructions on preventing the introduction of viruses. The development, production, transmission or forwarding of computer viruses, denial of service agents, or any other processes that are designed to interrupt or otherwise negatively impact electronic communication or communications systems is not permitted.

INTERNET USE:

The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment. Inappropriate use of the Internet, using school resources, may lead to this privilege being withdrawn.

GCS is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Users accessing the Internet do so at their own risk.

CODE OF CONDUCT FOR USE OF THE INTERNET

The following rules and guidelines apply to the use of the Internet at Glenvale Christian School:

- Students will follow teachers' instructions regarding the use of the Internet.
- The Internet will only be used for searching for information related to the curriculum.
- If inappropriate material is found, students are to immediately inform a teacher. This will help the school in preventing material being made available to others.
- Students will print only with permission of a teacher.
- Students by themselves are not to access any chat or newsgroups.
- Students are to use only first names on Internet or e-mail communications. Any e-mail sent must not contain inappropriate content.
- No attempts are to be made to "hack" or "crack" to access sites or information not normally accessible through the use of the class user name.
- In an attempt to minimize computer viruses students are not to bring their own computer disks for use at the school.
- The use of other software other than that displayed on the desktop will be the discretion of the teacher.

Students, unless instructed by a staff member, may not use the schools Internet connection to download games or other entertainment software, including peer-to-peer software, audio files or video files, or to play games over the Internet.

Users may not copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graph GCS, documents, messages, media files, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Principal.

Files obtained from sources outside the school, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services;

files attached to e-mail; and files provided from any source, may contain dangerous computer viruses or worms that may damage the schools computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-school sources, without first scanning the material with school-approved virus checking software.