The Safe, Considerate Use of Information Technology

At St. Joseph's Institution International the use of established and emergent technology offers countless opportunities to enhance learning. The safe, considerate use of interactive communications technology is an integral part of 21st Century life and undoubtedly helps to develop many of the attributes that are valued by higher education institutions as well as by employers. However, we all recognise that with advances in IT and social networking media come a range of new concerns about attitudes and values.

Legitimate use of a mobile phone, tablet, computer or network does not extend to whatever an individual is capable of doing with it. Each user is responsible for his/her actions whether or not rules are built in, and whether or not they can be circumvented. This means, for example, that even if a password becomes known or if a person has the technical ability to circumvent the password, that person still has a responsibility to other users and to the School.

There are many ways in which the above principles can be breached. The following examples are by no means exclusive but may offer helpful guidance:

- knowingly accessing, or attempting to access, the network or another individual's data or information without proper authorisation
- deliberately obtaining, possessing, using, or attempting to use passwords or other access information belonging to someone else
- modifying, deleting, distributing, or copying data, mail, messages, other than your own
- attempting to remove or modify computer or network equipment or software without proper authorisation.

Students and staff who access the Internet and use e-mail or other forms of messaging from the school using the school's resources obviously assume an obligation to be considerate of others in keeping with the values of St. Joseph's Institution International. We are all expected to demonstrate similar consideration to each other in our use of the internet, particularly the social networking sites, outside school. We should at all times respect the School's values in relation to:

- access to inappropriate Internet sites
- appropriate usage of Internet access e-mail for educational and work-related purposes only
- appropriate reference to fellow students and staff

There are many ways in which the above principles can be breached. The following examples, while not exclusive, may be helpful:

- knowingly accessing, or attempting to access via the school network websites, chat lines, newsgroups which contain sexually explicit or violent, language and/or images
- deliberately accessing, or attempting to access via the school network websites, chat lines, newsgroups for non-educational or non-work-related use
- in or out of school, using SMS, e-mail or internet sites to send offensive material, to cause harassment or distress, to use threatening, abusive or insulting images and words

Staff and students who contravene these guidelines put their position at St. Joseph's Institution International in jeopardy.