



KESSE TORAH COLLEGE

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GUIDELINES FOR STUDENT USE OF COMPUTERS, INTERNET & E-MAIL (Years 7 – 12)

Introduction

1. Kesser Torah College (**KTC**) is committed to the values of:
 - (a) excellence;
 - (b) a nurturing environment; and
 - (c) Derech Eretz (proper behaviour).
2. In this context, KTC gives students access to College computers, the College's network server, Internet and email systems ('**College Systems**') to support their class work and educational research. We believe that, to achieve excellence, our students need to be able to:
 - (a) access the broadest range of resources, including electronic resources; and
 - (b) learn to use them wisely.

To allow for this, we have decided to allow our High School students unlimited Internet access.

3. At the same time, to be able to fulfil our values properly and to ensure that our environment really is one that nurtures everyone and is characterised by Derech Eretz, each student needs to behave ethically and sensibly when using College Systems and other electronic resources. We trust our High School students – you – to do this.
4. Access to College Systems is a privilege. Students will only be allowed that privilege if they repay our trust by respecting KTC's values and rules (including these Guidelines) and take care of KTC's equipment.
5. Some aspects of these Guidelines also apply to your use – at any time – of computers, mobile telephones, tablets, iPads and other mobile and wireless devices outside College Systems, including your personal devices ('**Other Computers**').

Your responsibility

6. You must always comply with these Guidelines.
7. KTC may hold you responsible for any:
 - (a) damage to College equipment caused by your use of College Systems;
 - (b) costs incurred by you accessing internet sites or transmitting electronic messages (such as email and sms); and/or
 - (c) legal obligation to any person created by your use of College Systems or Other Computers, including by allowing any other person to use your student account to access College Systems.

Using College Systems

8. You must use College equipment and software carefully, and follow all instructions about how to use it and how to take care of it (for example, turning off and covering computers after each use).

9. You may use College Systems only:
 - (a) during a class, for the purpose of that class; or
 - (b) at all other times, for educational purposes.
10. All College Systems users are given a unique username and password. You are responsible for all actions performed under your username and password. It is no excuse to say that you did not log out of your account and someone else used it.
11. When using the Internet and email through College Systems, you must:
 - (a) always identify yourself clearly and honestly;
 - (b) not tell anyone else your password or personal details except as instructed by a teacher, and change your password when prompted or if it becomes known to another person;
 - (c) never access another person's Internet or email account without that person's permission;
 - (d) always communicate in a way that is in the best interests of KTC, including by being courteous, and using polite language; and
 - (e) always respect the privacy and copyright of others. This includes:
 - (i) not disclosing other people's passwords, files, email addresses or personal details (including their name, address or telephone number) without their permission; and
 - (ii) if you copy the work of others (for example, inserting text or graphics from websites or CDs into your schoolwork), acknowledging whose work it is. If in doubt, always ensure that any material you download from the Internet has the approval of a teacher regarding copyright clearance.
12. You must promptly tell a teacher if, when using College Systems:
 - (a) you access any site that you think is inappropriate (including accidentally);
 - (b) you think you have received a computer virus or spam email;
 - (c) you think that someone else has used your login and/or knows your password;
 - (d) you receive an electronic message that is inappropriate and/or makes you feel uncomfortable; or
 - (e) an Internet user (particularly one whom you do not know personally) asks for excessive personal information, asks to be telephoned, offers gifts by email or wants to meet you.

You should show any relevant message or site to the teacher.

Prohibited activities

13. You must not:
 - (a) use College Systems:
 - (i) for personal activity;
 - (ii) to access or contribute to electronic bulletin boards or social media platforms including, but not limited to, MSN, Facebook, MySpace, LinkedIn and Twitter;

- (iii) to knowingly send or forward emails or other messages containing chain letters, hoax emails, spam messages, viruses or that were sent to you in confidence;
 - (iv) to send or publish emails or other messages that are threatening, bullying or harassing;
 - (v) to send emails or other messages, or publish anything, containing sexually explicit or sexually suggestive material;
 - (vi) to search for or access offensive or inappropriate material. If you wish to search for or access material that might be offensive, you must first get written permission from a teacher; or
 - (vii) to breach any law or engage in any other illegal or inappropriate activity;
- (b) upload any material to the Internet, including images, that you should know may offend members of the College community (including other students, teachers, staff or their families), whether using:
- (i) College Systems; or
 - (ii) Other Computers if you have identified yourself in any way as being associated with the College;
- (c) upload any material to the Internet which makes reference to KTC or to other students, teachers, staff or their families without the permission of a teacher, whether using College Systems or Other Computers; or
- (d) use College Systems or Other Computers to:
- (i) threaten KTC, injure the reputation or viability of KTC or cause embarrassment to KTC;
 - (ii) defame, harass, threaten, vilify (that is, say malicious, nasty, unpleasant or untrue things about) or otherwise offend other people, including other students, teachers, staff or their families;
 - (iii) access parts of College Systems you are unauthorised to access; or
 - (iv) install software or programs (including peer to peer file sharing programs) on College Systems.

Use of Social Media

Prohibition of use of Social Media on College Systems

14. As outlined in paragraph 13, you are not allowed to use social media platforms on College Systems. These media currently include, but are not limited to:
- (a) social networking sites: Facebook, MySpace, Foursquare, LinkedIn, Bebo and Friendster;
 - (b) video and photo sharing websites: Flickr and YouTube;
 - (c) micro-blogging sites: Twitter;
 - (d) blogs;
 - (e) forums and discussion boards: e.g. local discussion boards, Whirlpool, Yahoo! Groups or Google Groups; and
 - (f) online encyclopaedias: e.g. Wikipedia and Sidewiki;

(together, **Social Media**).

Personal use of Social Media on Other Systems

15. The College understands that you may use various Social Media for personal reasons on Other Systems. However, information that you provide, and statements that you make, on Social Media sites may impact on the College and have significant consequences. This material may be read by others in the College community and/or the public at large. Once information is published online, it is essentially part of a permanent record, even if you 'remove/delete' it later or attempt to make it anonymous.
16. Accordingly, when you use any Social Media, you are responsible for your words and actions. It is your responsibility to ensure that your posts are appropriate. Use your judgment and common sense, and if there is any doubt, do not post.
17. When using any Social Media on Other Systems, you must not breach paragraphs 13(b) to 13(d) of this policy.
18. The above requirements about using Social Media on Other Systems apply regardless of whether you have restricted access to your personal site to selected persons only (for example, if your Facebook profile has high privacy settings).
19. Please bear in mind that information that you provide, and statements you make, on Social Media could have significant consequences for you personally, for example:
 - (a) making statements about an individual may be defamation (in which case you may be personally liable under applicable law to the person about whom you make the statement); and
 - (b) using other persons' material, text, photographs, music, logos and trademarks may breach copyright laws.

Security of College Systems

20. You may download or install files to College Systems only:
 - (a) with the permission of a teacher; and
 - (b) for educational purposes.
21. You must not:
 - (a) do anything that will interfere with:
 - (i) the operation of College Systems;
 - (ii) the security of College Systems; or
 - (iii) any other person's use of College Systems; or
 - (b) knowingly introduce a virus to College Systems.

College monitoring and control of College Systems usage

22. You must remember that neither email nor Internet activity are private. KTC is aware of and monitors all College Systems activity through each student account. This may include:
 - (a) logging, storing, viewing and monitoring College Systems at any time to determine usage levels;

- (b) monitoring Internet usage and sites visited;
 - (c) keeping copies of and/or reading any emails that any person sends or receives using College Systems; and
 - (d) stopping an email from entering or leaving College Systems if KTC thinks the email is inappropriate.
23. KTC may at any time stop or limit your access to College Systems.

Consequences of breach of guidelines

24. If you breach these Guidelines, KTC may discipline you, including, but not limited to, withdrawing access to College Systems, suspending you from class, formal counselling, suspending you from KTC, or expelling you, at the absolute discretion of the KTC Principal or the Principal's delegate.
25. KTC will not excuse you for breaching these Guidelines because you did not understand the Guidelines. If you do not understand any part of these Guidelines, you should ask a teacher or Coordinator for help.



Kesser Torah College

GUIDELINES FOR STUDENT USE OF COMPUTERS, INTERNET & EMAIL

Letter of understanding *(to be signed by all High School students)*

I have read KTC *Guidelines for Student Use of Computers, the Internet and Email (Guidelines)*, and agree to comply with those Guidelines at all times. I understand that I am a representative of KTC and I will always act in the best interests of KTC when using College Systems and Other Systems as defined in the Guidelines, which include computers, mobile telephones or other mobile or wireless devices, the Internet and email.

I understand that if I do not comply with the Guidelines in any way, KTC will treat this very seriously, and I could be suspended from class, formally counselled, suspended from KTC, or expelled.

STUDENT

<i>Name (Print clearly)</i>	<i>Signature</i>	<i>Date</i>

Parent / Guardian Statement

I have read and understood KTC *Guidelines for Student Use of Computers, the Internet and Email (Guidelines)*.

I give permission for my child [_____] to:
(insert name)

- use the Internet at school for research associated with classwork and other educational purposes;
- publish his/her work using KTC's equipment and systems; and
- send and receive email at school.

I accept responsibility for my child's use of College Systems and Other Systems as defined in the Guidelines, which include computers, mobile phones or other wireless devices, the Internet and email.

I acknowledge that my use of computers, the Internet, social media and other information technology can affect KTC, and I agree to abide by the principles set out in the Guidelines to the extent that they are relevant to my activities.

PARENT / CARER

<i>Name (Print clearly)</i>	<i>Signature</i>	<i>Date</i>