



## Acceptable Use Policy for Electronic Resources 2022 (All Years)

All students and staff at Mount Lilydale Mercy College are responsible for their actions and activities involving the College's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. Rules and guidelines detail acceptable use of electronic resources under which students, staff, and all members of Mount Lilydale Mercy College community will be held accountable. The rules do not attempt to describe every possible prohibited activity.

MLMC ICT resources are not to be used for inappropriate activities. For example: pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, privacy violations and illegal activity.

These rules apply to all College computers, all College-provided electronic devices wherever used, all personal devices used to access College resources wherever used, all uses of College network resources and learning management systems, and Internet access and email regardless of how they are accessed.

Failure to follow this Acceptable Use Policy may result in disciplinary action such as, but not limited to:

- Loss of access to the network
- Temporary confiscation of the device, and/or
- Any other disciplinary or legal action.

### Acceptable Use

1. College computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with Mount Lilydale Mercy College's educational mission and curriculum goals.
2. Users must comply with all College policies, rules and expectations concerning conduct and communications when using computers or electronic resources, whether on or off College property.
3. Users also must comply with all specific instructions from College staff.



## Prohibited Uses

Unacceptable uses of College electronic resources include, but are not limited to, the following:

1. Accessing or communicating inappropriate materials – users may not engage in the viewing or transmission of any publications or email dealing with pornography, obscene material or violence will not be permitted. All users will abide by the Laws of Australia and Victoria which relate to harassment of any kind, ethnic and racial vilification, libel and slander. Users may not be in possession of any publications of another student or staff member which breaches their rights to privacy. For instance, Section 85 ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly:
  - Use a telecommunication service supplied by a carrier to menace or harass another person, or
  - Use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances offensive.
2. Stalking - users may not access, communicate or store publications that may interfere with the privacy of staff or students. Users may not engage in activities or keep publications that may indicate unwanted or obsessive attention towards another person.
3. Illegal Activities - users may not use the College's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any College policy/procedure/rule.
4. Publishing - users may not publish in any Social Media or Forums external to the College without written permission of a teacher. Social Media such as Facebook should not be used to contact or link to a teacher's profile.
5. Copyright - users should not break any international or Australian copyright or software licenses laws by downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner, except when the use falls within the concept of "fair use" and content is correctly acknowledgement.
6. Plagiarism - users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.) When using other sources, credit must be given to the copyright holder.



7. Misuse of passwords/unauthorised access - users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
8. Malicious use/vandalism - users may not engage in any malicious use, disruption or harm to the College's computers, electronic devices, network and Internet services, including but not limited to hacking activities and deliberate damage.
9. Avoiding College filters - users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the College filters.
10. Wasting system resources - users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the IT Manager.
11. Unauthorised equipment - users may not attach unauthorised equipment, including personal laptops, tablets, and handheld devices, to the network without filling in the required forms.

## **Nature of Information**

1. Mount Lilydale Mercy College takes no responsibility for the accuracy and reliability of the information obtained by the use of the Internet and Email. Information published on the Internet may be inaccurate or may misrepresent a person or situation; therefore, care must be shown in using this information.
2. All material uploaded to the Internet will be a reflection of Mount Lilydale Mercy College and as such will be respectful, accurate and use appropriate written expression, such as would be acceptable in a written College assignment.
3. Interpretation, application and modification of this Acceptable Use Policy shall be within the sole discretion of Mount Lilydale Mercy College.

## **Security**

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites.
2. The use of cameras in any type of electronic device is strictly prohibited without a teacher's permission.



3. Users are issued with a College email address to improve communication and collaboration on educational tasks. Email shall be used only for purposes that directly relates to educational outcomes.

### **Compensation for Losses, Costs and/or Damages**

Users may be responsible for compensating the College for any losses, costs or damages incurred for violations of College policies/procedures and College rules, including the cost of investigating such violations.

The College assumes no responsibility for any unauthorised charges or costs incurred by users while using College computers, devices, or network resources.