



No. 5218

Sunbury & Macedon Ranges Specialist School

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ACCEPTABLE USE OF THE INTERNET, EMAIL AND OTHER ELECTRONIC COMMUNICATIONS POLICY:

STATEMENT:

The purpose of Internet, Email and other Electronic communications are to be used within DET in order to conduct business and functions of DET.

RATIONALE:

- The copyright material of third parties must not be used without specific authorisation to do so. DET supports the rights of copyright owners and does not tolerate reckless or deliberate copyright infringement. The aim of this policy is to ensure that Electronic Communications are properly and efficiently used.
- To ensure that the DET document '**Acceptable Use Policy DET Information, Communications and Technology (ICT) Resources**' is followed by all Users of Internet, Email and all forms of Electronic Communication.
- In this document and the accompanying DET document the following definitions are important. **Sensitive Information** i.e. is information or opinion regarding a person's health, racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs, sexual preferences or practises, membership of a political institution, professional/trade association or trade union, or a criminal record. **Personal Information** is information or opinion about a person whose identity is apparent or can reasonably be ascertained from the information or opinion.

IMPLEMENTATION:

- It is the responsibility of the Principal or nominee to ensure that all staff that have access to Electronic Communication is aware of this and the accompanying DET document, have regular reminders and updates.
- Electronic Communications must not be used in any manner contrary to the law.
- Electronic Communications are for DET purposes.
- Users of the DET network may have limited personal use as long as it does not interfere with their role in DET, is reasonable and not excessive.
- Such personal use must generally not involve conducting private business or private commercial transactions, gambling, or researching for non-work related topics.

- Subscribing to list servers, mail lists and other such services must be for DET purposes.
- Obtaining unauthorised access to electronic files of others, or to Email of others, is not permitted.
- Large downloads or transmissions should be minimised to ensure the performance of Electronic Communications of other users are not adversely affected.
- Electronic Communications must not be used to send material that defames an individual, organisation, association, company or business.
- Electronic Communication is not a secure means of communication. Every effort is made to the contrary but users must be aware that security is not guaranteed. Therefore users are required to control the use and release of personal and sensitive information. Such information should be treated as confidential information. The sender should consider the potential risks of sending such information by Email.
- The user should ensure virus scanning programs are in operation. The user should not open any downloaded files or emails that he/she is not expecting or that look suspicious. In such an event report immediately to the network administrator/s.
- The author and/or DET are liable for what is conveyed in Electronic Communications. Electronic Communications, whether sent internally or externally, must only contain material that is appropriate to the work place environment.
- Electronic Communications must not be used to publish, send, or distribute material that is harassing, obscene or threatening, nor may it contain content that may be considered unlawfully discriminatory, offensive or disruptive. This includes sexually oriented messages or images and sexual harassment messages.
- There is always a risk that Electronic Communications may be modified to reflect a false message, sender or recipient. If at any stage a user has a concern with the contents of a message received or the identity of the publisher of the electronic information, action should be taken to verify their identity. The online manager or principal should be informed of any suspected deception or interception.
- Users are accountable for all use of DET systems performed with their user ID. User ID's must be kept secure and confidential.
- It is not DET's policy to regularly monitor Electronic Communications. However from time to time the Authorised Persons, such as the network administrator, may examine records of Electronic Communications. This may include random monitoring of websites visited, the contents of emails may be required by law or DET may investigate a complaint.
- Please note, if you receive an internal or external Electronic Communication which is offensive or inappropriate, raise it with your Principal or the DET Complaints and Investigations Unit if the systems manager is the cause of the complaint.

REFERENCES:

- DET – Notebooks for Teachers and Principals.
- DET – Acceptable Use Policy Information Communications and Technology (ICT) Resources
- DET - Acceptable Use Policy for ICT Systems.
- DET- eduPass — Identity and Access Management in Schools
- DET – ICT Security Infostate
- DET- Privacy and Information Sharing | Policy
- DET - Privacy and Data Protection Act
- DET – Human Resources – Guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance in the Teaching Service.

EVALUATION:

- This policy will be reviewed annually.

THIS POLICY HAS BEEN RATIFIED BY SCHOOL COUNCIL

Joanne Nolan... ..
Principal

Mark Davies.....
President of School Council

Date: 19/5/2021

Review due: ...2022.....