



NGA TAWA  
DIOCESAN SCHOOL

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# ICT USER POLICY AND ACCEPTABLE USE GUIDELINES

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REVISION 2011

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## 1. OVERVIEW

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### 1.1 POLICY SCOPE AND INTENT

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This Policy is written to guide those applying for (or currently holding access to) access to Nga Tawa Diocesan School owned or administered Information and Communication Technology resources. The terms of the agreement may be applied to a range of scenarios including but not limited to –

1. Use of the Main School network
2. Use of school owned Wireless networks on the school Campus
3. Use of commercial wireless networks on the school campus
4. Use of Information and Communication Technologies outside of the school impacting detrimentally on the School or members of the school community
5. Emerging Information and Communication Technologies not explicitly named in this document

The dynamic nature of ICT necessitate that this document sets out the spirit of network access rights granted to our ICT Users. Users are encouraged to seek advice from the Head of Department ICT or a member of Senior Management when unsure of the acceptability of a specific activity.

A guiding principle to evaluate the likely acceptability of an activity is described below –

***‘Any activity that is likely to harm the academic or personal well being of other school members, to impact negatively on the perception of Nga Tawa School amongst the wider community or to impose unreasonable costs on the schools will be deemed unacceptable’***

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### 1.2 NETWORK ACCESS AND POLICY AWARENESS

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- The ‘Responsible Internet Use’ statement will be distributed to all new Staff and Students via hardcopy
- It is a condition of enrollment and employment that the ICT User Policy is signed and returned
- The school will maintain a record of all staff and students who are granted access to network resources
- The agreement remains valid until that individual formally leaves Nga Tawa
- All network users will be able to access the Policy from the Ultranet website
- The Head of ICT will ensure that the ICT User Policy is implemented and monitored at regular intervals.

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## 2. NETWORKED CONNECTIVITY

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### 2.1 PURPOSE

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The purpose of ICT use in school is to raise educational standards, promote students' achievement and conduct research, as well as being part of the statutory curriculum. Local (School) and Wide (World Wide Web) area network access is provided on the understanding that agreement is given to follow the guidelines contained within this document.

### 2.2 BENEFITS TO EDUCATION

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- Access to worldwide educational resources including museums and art galleries
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to experts in many fields for students and staff
- Staff professional development via access to national developments, educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues
- Improved access to technical support including remote management of networks
- Exchange of curriculum and administration data with the Ministry and other agencies

### 2.3 BENEFITS TO LEARNING

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- School Network access is designed primarily for student use and will include appropriate filtering
- Students will be taught what Internet use is acceptable and what is not and given clear objectives for its use
- Internet access will be planned to enrich and extend learning activities
- Staff should guide students in online activities that will support the anticipated learning outcomes
- Students will be educated for effective use of the Internet including the skills of knowledge location, retrieval and evaluation

### 2.4 COMMUNICATION INCLUDING EMAIL AND SOCIAL NETWORKING

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- Students must immediately inform a teacher if they receive inappropriate or offensive communication
- Students must not reveal details of themselves or others in their communication, such as address or telephone number, or arrange to meet anyone
- All external communication should be written carefully and, where appropriate, be authorised before sending as they are representative of the school and are in the public domain
- The forwarding of anonymous messages and chain letters is not permitted
- The use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing or disrespectful language is not permitted and may be subject to the school's disciplinary procedures. It may also be contrary to current legislation and therefore be subject to possible legal proceedings
- Every user duty is to ensure appropriate and proper use and to avoid bringing the Nga Tawa School name in to disrepute

### 2.5 SCHOOL WEBSITE AND ULTRANET

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- The point of contact on the Website is the school address, school email and telephone number
- Staff or students' home information will not be published on the school website
- Students' surnames will not be linked to photographs as a means of identification on the school website
- ULTRANET access is provided via secure Username and Password. This information must not be shared
- Unlike the school website –ULTRANET security allows for direct identification of members of our school community

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## 2.6 ILLEGAL AND INAPPROPRIATE WEBSITES AND MATERIAL

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- Schools should ensure that, when downloading and copying material from the Internet, these activities comply with Copyright legislation. For further information please refer to <http://www.copyright.org.nz/basics.php>
- Students and Staff should not copy or use material from the internet without acknowledging the source
- Failure to acknowledge the source, may lead to disqualification from examinations or legal action under the Copyright Act
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for information accessed, or any consequences of Internet access
- The use of computer systems which could constitute a criminal offence is not permitted
- Methods to identify, assess and minimise risks will be reviewed regularly
- Users will not knowingly search for profane or obscene (pornography) material, that advocates illegal acts, or that advocates violence or discrimination towards other people

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## 2.7 CONTENT FILTERING

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- The school will work in partnership with the Ministry of Education, the Internet Service Provider and Watchdog to ensure that systems are in place to protect students and that these are reviewed and improved where appropriate
- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the ICT department and the Internet Service Provider via the ICT Team.

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## 2.8 NETWORK SECURITY

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- The school ICT systems will be reviewed regularly with regard to security
- Students and staff are responsible for their individual user area, and should take all reasonable precautions to prevent others from being able to gain access
- Students will under no circumstances divulge their account password to other students
- Students will not access or use any account other than their own
- Students will immediately inform their teacher or member of the ICT Team if they identify a possible security problem
- Virus protection will be installed and updated regularly
- Use of portable media such as memory sticks and CDROMs is currently permitted
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to email
- Files held on the school's network may be subject to random checks

### **It is not permitted to:**

- Attempt to download, store or install software on school computers unless for educational purposes including professional development
- Attempt to introduce a virus or malicious code to the network
- Attempt to bypass network or system security
- Attempt to access another user's account
- Attempt to use any form of hacking software or system
- Access, download, create, store or transmit material that is indecent or obscene material that could cause annoyance, offence or anxiety to other users, or material that infringes copyright or is unlawful

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## 3. MOBILE DEVICES

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### 3.1 STAFF LOANED LAPTOPS - AUTHORISED PROGRAMS AND CONTENT

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All laptop computers loaned to staff for the duration of their employment with Nga Tawa Diocesan School, will in addition to the 'Terms and Conditions of Use' statement, be subject to the following requirements:

- It is not permitted to install any additional software on a loaned laptop (other than that which was originally installed on taking possession), unless authorised by the ICT Team
- If a problem occurs with a laptop which requires reinstallation of software, only the original approved programs will be installed
- Where a problem arises with a laptop which is found to be the result of unapproved software or content knowingly being installed, the individual staff member may be liable for the cost of repair. Any such incident would be assessed on an individual and objective basis
- Staff should be aware that they are responsible for the legitimacy of all content, (other than the original application data) on the laptop they have been loaned
- Staff should ensure that the use of Internet derived materials, video and music complies with copyright law. Please refer to <http://www.copyright.org.nz/basics.php>

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### 3.2 MOBILE DEVICES –STUDENT AND STAFF

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- Mobile phones will not be used during lessons or formal school time unless under the direct instruction of a member of staff. The sending of abusive or inappropriate text messages is forbidden; all incidents will be investigated and may be subject to the school's disciplinary procedure
- Students must not use technology to take or distribute media files of other students or staff without their knowledge or consent including real time transmission via SKYPE or similar. Any individual who is concerned that they have been photographed without their consent or that someone is misusing their camera phone should immediately report their concerns
- It is an offence to send obscene, indecent or menacing pictures
- Technology that can be used to store, transmit or manipulate data, such as media rich phones, MP3 players, Personal Digital Assistants (PDAs) and USB media, should be used responsibly and in accordance with School Rules, even when not used with school equipment

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## 4. POLICY VIOLATION

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### 4.1 PROCEDURES

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- Responsibility for handling incidents will be delegated to a member of the Senior Management Team
- Any complaint about staff misuse will be referred to the Principal.
- Sanctions available include (but are not limited to):
  - standard disciplinary actions – detention, stand down
  - interview/ counseling by appropriate staff members
  - informing parents or carers
  - temporary or permanent ban on internet use
  - where appropriate, police or local authorities may be involved

### A1.1 CONDITIONS FOR USE BY STUDENTS AND STAFF

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The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly demonstrating what use of computer resources is acceptable and what is not.

- Network access must be made via the user's authorised account and password, which must be kept secure
- Copyright and intellectual property rights must be respected
- Email should be written carefully and politely, especially as messages may be forwarded or printed and be seen unintentionally by others
- Users are responsible for email they send and for contacts made
- Sending anonymous messages or chain letters and the use of chat rooms are not allowed
- Social Networking is permitted at approved times and is subject to the terms of this document
- Use for personal financial gain, gambling, political purposes or advertising is not permitted
- ICT security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner

#### **IRRESPONSIBLE USE MAY RESULT IN THE LOSS OF NETWORK ACCESS**

The school will exercise its right to monitor use of the school's computer systems. This will include access to websites, the interception and monitoring of email and the deletion of inappropriate material where:

- it believes unauthorised use of the school's computer system is, or may be, taking place
- or the system is, or may be, being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound
- to ensure public resources are not being used inappropriately

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## APPENDIX 2 – ADDITIONAL GUIDANCE

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### A2.1 RESPONSIBILITIES

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- Individual users are responsible for their own actions. The use of ICT facilities by staff and students at Nga Tawa Diocesan School for Girls assumes and implies compliance with this policy, without exception.
- Every user of ICT systems has a duty to ensure they practice appropriate and proper use and must understand their responsibilities in this regard.

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### A2.2 ACCEPTABLE USE

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- Facilities must not be abused. An absolute definition of abuse is difficult to achieve but includes
  - Creation or transmission of material which brings the school into disrepute.
  - Creation or transmission of material that is illegal.
  - The transmission of unsolicited commercial or advertising material, chain letters, press releases and junk mail.
  - The unauthorised transmission to a third party of confidential material concerning the activities of the school.
  - The transmission of material infringing the copyright of another person, including intellectual property rights.
  - Activities that unreasonably waste staff effort thus denying service to other users.
  - Activities that corrupt or destroy other users' data or disrupt the work of other users.
  - Unreasonable or excessive personal use.
  - Creation or transmission of any offensive, obscene or indecent images, data or other material.
  - Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or anxiety.
  - Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
  - Creation or transmission of defamatory material or material that includes claims of a deceptive nature.
  - Activities that violate the privacy of others or unfairly criticise, misrepresent others
  - Creation or transmission of anonymous messages or deliberately forging messages or email header information.

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### A2.3 CYBER BULLYING

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- Cyber bullying is illegal and is defined as bullying by the use of email, Social Networks, mobile phone and text messages, Instant Messaging, personal websites and/or chat rooms.
- Anyone suspected of cyber bullying (whether during school time or otherwise) will immediately be reported to the Senior Management Team who will assess the situation and determine what action should be taken.

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### A2.4 DEFINITION OF EXCESSIVE USE

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- The school permits the use of its ICT facilities by students, staff for a reasonable level of personal use.
- An absolute definition of appropriate levels of use is impossible to provide but can be guided by:
  - a) Maintaining a level of use that is not detrimental to the main purpose for which the facilities are provided.
  - b) Primarily use resources for the main purpose for which they are provided.
  - c) Not using facilities for ongoing commercial activities of the pursuit of personal financial gain.
  - d) Not using facilities for activities that conflicts with an employee's obligations to the school as their employer.
  - e) Not using facilities for activities against the school's rules, regulations, policies and procedures.

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## APPENDIX 3 – OTHER INFORMATION

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Computers are available at appropriate times 7 days a week for various computer related activities. Any misuse of this right to access will result in a student being banned from the computer network. Students are not permitted to use computers for non-curriculum use during scheduled class time and evening prep.

The school is connected to the Internet via a Broadband connection. This allows access to information and a means of communication on a global scale. In addition, students can learn valuable information technology skills.

All parents/guardians have the opportunity to communicate with their daughters and/or staff through our e-mail system. Your messages are now down-loaded and distributed instantly.

Student e-mail addresses are: **surnamefirstname@ngatawa.school.nz**

Students are expected to use the computers and the software with common sense and respect. Many inappropriate sites have been removed, however, given the diverse nature and needs of our students (ages 12-18 years) we do rely considerably on their ability to choose sensibly when using computers. As with most other situations in the world today, it is essential for all students to exercise responsibility on the internet.

Internet access is available to students through a range of locations throughout the school.

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### INTERNET USER CHARGES

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The increasing use of online learning by curriculum departments has necessitated a change in the pricing of the internet access. Formerly students were charged per megabyte of download. This variable system of charging is now deemed unsuitable as it financially penalises those families whose daughters follow subjects with a significant compulsory online content. In order that no family is faced with punitive internet costs, a flat fee for school internet access of \$15.00 per term is charged. This charge represents the cost to the school of an average student's discretionary internet use. Students making excessive download demands, for example watching Movies online, may be subject to a surcharge proportionate to the additional costs the school incurs through the activity. Disciplinary sanctions may also apply.

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### PRINTER CHARGES

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|                       |  |
|-----------------------|--|
| Term Charge           | \$10.00 (in recognition of curriculum needs) |
| Black & White (laser) | \$0.10 per A4 page                           |
| Colour (laser)        | \$0.25 per A4 page                           |

Students can charge for additional printing costs above the \$10 via the Home Account

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### ICT SAFETY

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Nga Tawa School takes seriously the risks associated with ICT connectivity. We therefore encourage you and your daughter to visit the school Learning Portal (<http://ultranet.ngatawa.school.nz>) and to discuss the ICT Safety content with your daughter.

## METHOD A – DOWNLOAD FROM THE LEARNING PORTAL

Visit the School Learning Portal- <http://ultranet.ngatawa.school.nz> and locate the hyperlink 'The ICT User Policy'. A Left Mouse Click will open the Network User Policy

Te Katoa - For all

Page Tools

Collect Email at Home

Collect Email while in School

Leave portal for website

E-Learning Portal

Welcome to the Nga Tawa online learning community.  
Full access is protected by password.  
Those using the Nga Tawa School Network are bound by the [ICT User Policy](#)

Click the hyperlink

Terms of Use | More Information  
Copyright & Trademark 2003-2009, Edtech Ltd. All Rights Reserved.  
Edtech Ultranet 2.2.2.1 (Build: 080804.1)

## METHOD B – CONTACT THE SCHOOL OFFICE

Request a hardcopy of the Network User Policy through the school office (Telephone – 06 3276429).



- 1) I have read the ICT User Guidelines or have had these explained to me. I agree to the terms of Network Access.
- 2) I understand the guiding principle of this Agreement to be –

**‘Any activity that is likely to harm the academic or personal well being of other school members, to impact negatively on the perception of Nga Tawa School amongst the wider community or to impose unreasonable costs on the schools will be deemed unacceptable’**

- 3) I understand this agreement will apply for the duration of my time enrolled or employed at Nga Tawa Diocesan School

Staff or Student Signature..... Date.....

Please Print Name.....

- 4) I have read and understand the ICT User Guidelines and am confident that my daughter understands the conditional nature of the access rights granted.
- 5) I give permission for my daughter to access the schools ICT Network

Parent/Carer Signature..... Date.....

Please return to: Nga Tawa School Office, Nga Tawa School, Private Bag 1101, Marton