
Code of Use for Email & Internet by Students

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All Marcus Oldham College students are required to comply with this Code of Use and are required to sign that they have received and read a copy of this Code.

Internet and Email

Access is provided to Marcus Oldham College students as a communication tool. Acceptable use may include, amongst others, research, and communications for educational purposes.

Use for other purposes (such as personal research or communication) is permitted if:

- It does not contravene other parts of this policy
- It does not adversely impact on personal productivity
- It does not adversely impact on the productivity of other users e.g. streaming large video files
- It is authorised by the ICT Manager or the Principal

Harassment and Discrimination

Internet and related technologies must not knowingly be used to access or disseminate:

- Sexually explicit, pornographic or other offensive material
- Any material which promotes hatred or discrimination based on age, race, religion, gender or sexual preference.
- This means that messages to individuals or groups of individuals must not be sent which:
 - Discuss or comment on the physical appearance of other persons whether that person is a recipient of the message or not
 - Include comments of a sexual, sexist or racist nature or make inferences as to a person's sexual preferences
 - Include any degrading comments whether based on race, disability, sex etc.
 - Use abusive or offensive language

This list is not complete but provides some examples of inappropriate types of conduct.

Please note that your intention in writing or sending the message is irrelevant. If the message offends or intimidates another person, it may breach Marcus Oldham College's policy and other relevant legislation.

Receipt of Messages

The potential may exist for an inappropriate message or material to be received by a student (both internally and externally). This original material is out of the receiving individual's control. However, such material and messages must not be further distributed, either internally or externally, and the material or message must be deleted immediately. The mere forwarding of inappropriate material or messages may be sufficient to breach this Code or other relevant legislation.

Passwords

All users are issued with their own username and password for network access. Each person is individually responsible for all actions performed under their account. Do not divulge your password to anyone else. If you suspect your password has become known by another individual, contact the IT Help Desk immediately to be assigned a new password. It is recommended that you lock your workstation if you leave your computer unattended.

Monitoring

All network activity, including internet and email, is logged for the purposes of quality and compliance. Systems may be monitored or accessed by the ICT Manager or the Principal.

Software Use & P2P

Peer to Peer (P2P) software and websites that offer full movie streams / downloads are known to be insecure and potential attack points for malware (viruses and spyware). As such, these sites and services are strictly forbidden on campus. Reputable streaming and conferencing software such as Netflix, YouTube & FaceTime are allowed in moderation and outside of class times.

Screen Savers and Backgrounds

College computers - No personalised screen savers and/or screen backgrounds are permitted on College PCs. Students are not to alter the screen savers and background set by ICT Staff.

Personal Computers - Screen savers and/or screen backgrounds are permitted on personal computers provided they are not offensive or distasteful and comply with this and other College policies.

Privacy

Electronic mail messages are not private and generally not secure communications. Users should therefore not have any expectations of privacy in using Marcus Oldham College's Internet connection. If required by law, the College will disclose any information stored electronically to the relative authorities. Files stored on the college servers (e.g. N: drive and L: drive) are accessible to network administrators and relevant academic staff members. Personal files should be stored on personal computers only and not on the College or cloud servers.

Viruses, Spyware & Downloads

The Marcus Oldham College network is an open and shared environment. As such, the introduction of software without the knowledge of ICT Manager may have serious effects for other users on the network. In order to keep the network healthy each student must have adequate Anti-virus and Anti-spyware software installed and updated at all times.

Managed software is therefore installed by Marcus Oldham for current students for such time as the student is studying on campus. Due to licensing constraints, this software must then be removed at the end of your studies.

Information Gathering and Copyright

Users should ensure that they comply with relevant copyright requirements when copying information. You should be aware that the information provider might not always have sought the owner's permission to make material available through the Internet.

Students should be careful using information accessed through the Internet without first confirming the authenticity and quality of the information.

If you require assistance concerning copyright, please discuss your concern with the Librarian. Additional information can be found at <https://www.infrastructure.gov.au/media-centre/publications/short-guide-copyright>

Communicating Information

When communicating on behalf of Marcus Oldham College, all students should exercise the same care in drafting emails that they would for communication using letters or faxes. Whenever possible, use spelling and grammar check before sending electronic information.

Fair Use

Each student has a download limit that is monitored by the ICT Manager. If a particular user is found to have exceeded their limit, that user's Internet access may be restricted or revoked until the start of the following period. Unless prior consent is granted, bandwidth intensive technology (such as internet radio and audio / video streaming) should be restricted.

Non-Compliance with Code of Use

Refer – Standards Committee

Students, who are found to have not complied with the Code of Use, will be subject to the following penalties:

First Offence	\$40.00 fine and loss of access to the computer network for two (2) weeks
Second Offence	\$60.00 fine and loss of access to the computer network for four (4) weeks
Third Offence	\$60.00 fine and loss of right to use the College network

The ICT Manager, the Standards Committee or the Principal may enforce these penalties.