



Computer Use

MUSIC INDUSTRY COLLEGE

Computer & Network Acceptable Use Policy

PURPOSE OF THE POLICY

The purpose of this policy is to outline guidelines for computer use, and for the security and confidentiality of electronic information at Music Industry College.

Scope

The policy applies to all staff, students and other users of the College electronic communication facilities and covers the use of College computers and other electronic devices, including internet access, email protocols, electronic records access, security of information and confidentiality requirements.

Responsibility

Principal

Point of Contact

IT Coordinator – Business Manager

POLICY

Music Industry College provides laptop computers, a local network system and a college email for staff & student use. The provision of laptops, the network and email is to allow staff & students to learn, research, communicate and interact with peers, industry and the community for educational purposes.

Music Industry College adopts a philosophy of self-regulation and offers each users connection to the local network and access to the Internet providing that the user accepts the fact she/he is going to be personally responsible for actions taken when connected to the network or Internet.

PRIVILEGES

The use of the computers and Internet is a privilege, not a right. Inappropriate use will result in a cancellation of that privilege and possible disciplinary action. Each user licensed to access the Internet on MIC-owned computers or laptops provided will receive training from a staff member on appropriate general Internet policy. In circumstances not covered by the general guidance outlined in this agreement, the staff will deem what is inappropriate use and their decisions are final.

MIC laptops provided to students should not be used in the outside of classrooms. Use in the classroom is at the sole discretion of the teacher. Use of the computer on campus for entertainment purposes (watching DVD movies, playing games, etc.) is prohibited.

CODE OF CONDUCT

EMAIL

You will be able to access your MIC email at school and any other location through this link: www.mic.org.au/webmail You will login with your specific username and password provided by the college. Once you have logged on you can access your email via the Squirrel Mail link.

Your mic.org.au email is for college use only and is not to be used for personal or business related activities.

Student email accounts will be erased at the end of each year.

USERNAME & PASSWORD

You are responsible for **all** activity using your username, password and account. The use and contents of your allocated computer is your responsibility, and the account is **for your use only**. Any other use of your account should be reported **immediately** to the college admin team. Do not disclose or share your password with anyone.

Students will not set or reset passwords without approval from district staff.

UNAUTHORISED ACCESS TO ACCOUNTS

Students are expressly forbidden unauthorised access to accounts, data or files on MIC IT facilities.

PERSONAL SAFETY

Users will not post personal contact information about themselves or other people. Personal contact information includes home addresses, telephone numbers, work addresses, etc.

Students will agree not to meet with someone they corresponded with online without their parents/legal guardians' approval. MIC recommends that parents/legal guardians accompany students to this meeting.

Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

PEER-TO-PEER FILE-SHARING

Installation or use of peer-to-peer file-sharing programs such as Kazza, BitTorrent etc. is not permitted on computers connected to the MIC network.

UNLAWFUL ACTIVITY

Users are not permitted to use MIC IT facilities for unlawful activity, examples include but are not limited to: infringement of copyright, defamation.

Students will not attempt to gain unauthorized access to the college's network system or go beyond their authorized access. This includes attempting to log in through another person's account or to access another person's files.

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

Students will not use the college network system to engage in any other illegal act, such as arranging for a drug sale or purchasing of alcohol, engaging in criminal activity, threatening the safety of a person, etc.

Students will not participate in chats, instant messaging services or social networking, or play computer games on school computers unless authorized by a college staff member for legitimate educational purposes.

GAME PLAYING

Game playing is not allowed on MIC IT facilities, except as a formal component of a college academic subject.

BUSINESS ACTIVITIES

Users are not permitted to run a business or to publish a journal or magazine (unless authorized by MIC) on MIC IT facilities.

MIC LOGO

Users are not permitted to use the college's name, crest or logo on personal web pages, email or other messaging facilities.

VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy hardware or the data of another user or other network (school, Internet). The intentional uploading, distribution or creation of computer viruses is also considered acts of vandalism. Vandalism will result in immediate cancellation of all computer privileges. Discipline will be assessed in accordance with the current behaviour management policy. Students will be responsible for payment of any damages to any hardware or software.

INAPPROPRIATE LANGUAGE

Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

Users will not harass or cyberbully another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, the user must stop.

Users will not knowingly or recklessly post false or defamatory information about a person or organization that could cause damage or pose a danger of disruption.

PLAGARISM

Students will not plagiarize works found on the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were the writer's.

INAPPROPRIATE ACCESS TO MATERIAL

Users will not use the college's network system to access material that is profane or obscene (pornography or child pornography), that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature). If a user mistakenly accesses inappropriate information, he/she should immediately tell a teacher or another college employee. This will protect users against a claim that they have intentionally violated this policy.

SEARCH AND SEIZURE

Users should expect only limited privacy in the contents of their personal files on the college system.

Routine maintenance and monitoring of the college network system may lead to discovery that the users have violated this policy, the disciplinary code or the law.

An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, the disciplinary code or the law. The investigation will be reasonable and related to the suspected violation.

Parents/legal guardians have the right at any time to request to see the contents of their child's email files, until the student's 18th birthday.

RELEVANT EXTERNAL LAWS

Users need to be aware of conduct, which may breach laws outside of the university and lead to criminal or civil proceedings and/or penalties for which they will be held personally accountable. The following Australian laws are cited as examples:

COPYRIGHT ACT (1968) (COMMONWEALTH)

Text (including song lyrics), computer programs, illustrations (including maps and diagrams), photographs, music recordings, videos, films and television broadcasts are all protected by copyright. The duration of copyright protection is generally seventy (70) years following the death of the author. A user must not copy, send or place materials on the web without permission from the copyright owner. Infringement of another person's copyright could result in personal liability for damages.

Users should assume that all materials published on the web are in copyright, unless explicitly stated otherwise. If a user wishes to include material from another webpage in one of their own pages, they should create a hypertext link pointing to the material rather than copy it. It is suggested that the permission of other webpage owners be sought prior to creating links to their pages.

CONDUCT THAT WILL INFRINGE COPYRIGHT

Examples of conduct, which will infringe copyright if undertaken without the permission of the copyright owner (e.g. the relevant recording company), includes but is not limited to:

- downloading a film, MP3 recordings, or software from the internet using college internet access or computers;
- uploading audio files, video files, software or commercial photographs, to a college website and making these available to the public;
- providing on a college website, links to other websites that directly offer copyright infringing material or direct users to copyright infringing material, including audio files such as MP3 recordings, video files, software or commercial photographs;

- sending copyright material, including audio files, such as MP3 recordings, video files, commercial photographs or software, to another person using college email;
- storing copyright material, including audio files, such as MP3 recordings, video files, commercial photographs or software, on college computers or servers.

FAILURE TO COMPLY WITH CODE OF CONDUCT

Breach of the code of conduct will result in loss of computer use privileges either permanently or for a set period of time. In severe cases (cyber bullying, accessing inappropriate material) users may be suspended or excluded from the college. In the most severe of cases the police will be notified.

LIMITATION OF LIABILITY

The college makes no guarantee that the functions or the services provided by or through the college system and computers will be error-free or without defect. The college will not be responsible for any damage students may suffer including, but not limited to, loss of data or interruptions of service. The college is not responsible for the accuracy or quality of the information obtained through or stored on the system. The college will not be responsible for financial obligations arising through the unauthorised use of the system.

I _____ have read, understood and agree to the terms of the Music Industry College Computer Acceptable Use Policy. I agree to abide by the code of conduct and understand the consequences if I breach the code.

Signature

Date

POLICY RELEASE DETAILS

Date of Policy

January 2012

Approved by

Music Industry Community Services Limited Board

Signature:

Date:

Review Date

Annually

RELATED POLICIES AND DOCUMENTS

Privacy Policy
Anti-harassment Policy
Anti-bullying Policy
Behaviour Management Policy
Assignment and Plagiarism Policy