



*At St Joseph's School we acknowledge that Catholic Education, centred on a daily encounter with Jesus, is part of a life-long process leading to a full and rewarding life.*

This procedure addresses teachers' use of computer equipment supplied by or through the school. It applies to use at school and at home.

**UNDER THIS PROCEDURE YOU AGREE TO**

- use the laptop in a responsible manner and not permit it to be used by anyone who is not authorized to do so. This includes family members.
- use the laptop for school related activities and keep within the limited level of use allowed for personal purposes.
- avoid engaging in any unreasonable activity, including any that:
  - affects the ability of other staff to meet their obligations to the school
  - is for personal profit
  - is for political reasons
  - brings the school into disrepute
  - causes harassment or offence to others
  - incurs unreasonable cost
  - breaches NZ laws
  - overloads shared systems by sending or receiving excessive amounts of material.
- observe high ethical standards in laptop use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to, objectionable material, viruses, virus hoaxes, chain letters.
- use the internet and email in an appropriate manner and avoid use that would be considered misconduct. This includes:
  - accessing material of an objectionable nature, such as pornographic images
  - carrying out gambling or trading activity
  - disseminating material of an objectionable or defamatory nature
  - 'hacking' or carrying out malicious attacks on electronic systems, including deliberately introducing a virus
  - any activity that would constitute breaking any school policy
  - using another teacher's email account to send messages, or using false identification on any internet service
  - any activity that would be considered harassment, including sending offensive material and repeated unsolicited email
  - respect the copyright on software, music, images, text, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto your laptop.