RESPONSIBLE USERS AGREEMENT

CODE OF ETHICS:

USE OF MULLAUNA COLLEGE INFORMATION TECHNOLOGY OR OWN DEVICE (BYOD)

The following ethical practices are applicable to all users of Information Technology facilities of Mullauna College and student owned devices.

As a student of Mullauna College I will abide by these codes:

CODE 1: Utilise the facilities for the betterment of my learning and intellectual development;

This code means that the IT facilities and my own device will only be used for college related activities.

CODE 2: Be respectful of other peoples' rights and avoid accessing, distributing or storing material which is in any way damaging to the reputation of Mullauna College and members of the Mullauna Community;

This code means that users will abide by the Law of Australia and Victoria that relate to;

- Sexual Harassment
- Ethnic and Racial Vilification
- Libel and Slander

This code has particular relevance to the use of email and the internet. Users of Office 365 will not engage in any activity which either infringes existing laws or impinges upon the college's or individuals reputation.

This code is also intended to cover access to the internet. Users are to confine themselves to accessing data and information which is related to their academic or professional needs. At all times users are to refrain from accessing internet sites that contain offensive material. Offensive material relates to a range of areas, in particular: pornographic, racial and sites which are designed to bring harm to others are not to be accessed.

CODE 3: Respect the software licencing agreements of Mullauna College and the wider community.

This means that the licencing agreement pertaining to each piece of software is to be strictly observed. Under no circumstances is software to be copied from college equipment and installed on other equipment unless official permission has been granted by the principal.

Under no circumstances is software to be loaded onto college equipment without prior permission. The copying, and trading and distributing of software, such as games and shareware, is not allowed.

CODE 4: Respect people's rights to information privacy and ownership of intellectual property.

This code means that users of the IT facilities are required to abide by the Laws of Australia and Victoria and to observe the ethical consideration that a person's information is his/her private property and therefore is not to be copied, sold or used in other ways unless permission is sought from the owner.

CODE 5: Respect the security arrangements put in place to protect the information technology system and its users.

This code implies that users are to respect security arrangements and to abide by the Laws of Australia and Victoria that cover illegal attempts to access IT facilities. The common terminology is 'hacking'. This activity is both legally and ethically unacceptable.

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