

Dainfern College High School Information Technology (IT) Acceptable Use Policy

(Updated January 2014)

Introduction

Students are expected to demonstrate appropriate behaviour at school when using the College's technology facilities and information technology (IT) equipment as well as their own personal devices just as they are expected to in any classroom situation.

The College is aware and acknowledges that increasing numbers of individuals across the world are using many forms of e-communication privately and at school. These activities bring many opportunities for people to understand, engage and communicate in new ways, but at the same time offer dangers from which we need to be protected through education on the dangers. It is therefore important that these technologies and services are used effectively and responsibly.

E-communication on the Internet is often public in nature and general school rules for behaviour and communications therefore apply. Dainfern College encourages the use of technology in all spheres of College activities and therefore the guidelines discussed in this policy encourage the efficient and safe use of all the College's technological resources, as well as the imitation of any negative consequences. It is expected that users will comply with the specified guidelines and rules set out below. Necessary disciplinary action will be taken against students who disregard this policy.

The policies, procedures and information within this document apply to all IT devices used in the College. These include iPads, personal tablets, iPods, cell phones, other IT handheld device, laptops, computers, iMacs, cameras, video recorders, voting systems etc.

Terms of use

The Dainfern College network has been established not as a public access service or a public forum, but to provide technology resources at Dainfern College to facilitate the availability of information for the sake of education, by providing access to resources and the opportunity for collaborative research. Dainfern College therefore reserves the right to place reasonable restrictions on material/software accessed or material/software published through the system.

Electronic communications facilities (such as, but not limited to, email messages) and connection to the Internet are primarily for College-related activities. While at times conducting personal activities from Dainfern College facilities may be unavoidable, such use should be kept to a minimum. The Network Manager reserves the right to delete any files that are not seen as school-related, including photos, pictures, music files, videos etc

Transmission of any material in violation of any South African National or Provincial laws or regulations or Dainfern College rules is prohibited. This includes, but is not limited to, copyright material, threatening, obscene or offensive material, or material protected by trade secret.

The use of the College's technology facilities is a privilege, not a right, and may be revoked if abused. Students are responsible, personally, for their actions in accessing and utilising these resources. Students are expected never to access, keep or send anything that they would not want their parents or teachers to see or that would bring Dainfern College into disrepute.

Teachers and other College staff may also set additional requirements for use within their classroom.

Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.

The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.

This policy will be updated when the need arises.

Monitoring

Dainfern College reserves the right to review material held in user accounts, monitor Internet usage and to monitor file server space in order to determine whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, Dainfern College will respect the privacy of the user accounts at all times. All computer and tablet-related activities are monitored and logged. Dainfern College reserves the right to inspect any personal device such as a cell phone or tablet and take the necessary action if it has been used for any reason that violates the Acceptable User Policy.

Ownership of electronic data

All data stored on Dainfern College servers and laptops, desktop computers, external drives, flash disks, magnetic tape media, mobile phones, iPads and all communications messages created, sent and or retrieved over the Dainfern College Network and Dainfern College Systems are considered the property of Dainfern College.

Security

Security on any computer system is a high priority, especially when the system involves many users.

Any attempt to log on to the network as a system administrator will result in cancellation of user privileges.

No student may use another student's network or related account. There may be no sharing of passwords. A password needs to be changed if there is any breach.

Students may not modify computer files, folders or settings without authorisation from an IT staff member.

General

All students are expected to use the technology in a safe and responsible way and to treat all IT equipment with respect. Tampering with IT equipment or moving equipment from the labs or classrooms without permission of the network manager is prohibited.

No food or drink is allowed in the IT labs, including chewing gum and water. Venues includes labs 1-4, the Mac lab and when using the iPad banks.

No student may be in a computer lab during lesson times without a teacher being present. During break and after school, consent is given as long as the computers are being used for school-related tasks. Unruly behaviour will not be tolerated in any computer lab.

Please be considerate of other staff or students and keep the noise levels down to a minimum.

Students and staff need to ensure that chairs are put back in their place, that all litter is thrown away and that the lab is tidy before leaving.

No-one may be in possession of any school computer equipment without the written permission of the Network Administrator.

Students may only store school-related material on computers. Copying of music from the Internet or CD to your personal folder or computer is a violation of copyright laws, as is the copying of videos, games or applications not available under the General Public Licence (GPL).

Students may not use IT equipment, including personal cell phones and tablets, to communicate with each other during class time, by means such as email, chat messaging and social networking sites like Facebook, Twitter and Google chat, unless stipulated otherwise and supervised by the teacher.

Transmission of an email or Internet message using the College's email system must include the individual's identity.

Using language that is considered offensive in anything that is typed or sent is prohibited – this includes impolite, antisocial, profane, abusive, racist or sexist language.

Cyber bullying of any form is unacceptable, whether via email, text messaging (SMS, BBM etc) or social network sites.

No work is to be plagiarised. The College's plagiarism policy is to be followed. Photographs may also be protected under copyright laws.

Students may not play games or watch videos on computers, tablets, cell phones or over the Internet, unless permission is given and it is supervised by a teacher.

Students must use good judgment when using cameras, video or sound recorders (on a cell phone, tablet or standalone device) and only with permission from a teacher or as part of a task. Cameras are not to be used to take inappropriate, illicit or sexually explicit photographs or videos, nor is such a device to be used to embarrass anyone (staff or student) in any way.

Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

Inappropriate media may not be used as a screensaver or background photo on any device, College or personal. These include: presence of weapons, pornographic materials, pictures of violence, inappropriate language, alcohol, drug, gang related symbols or pictures.

The use of iPods or cell phones to listen to music in class or whilst walking around the campus is forbidden without permission of a teacher.

Images or movies of people are not to be shared in a public space on the Internet, without the permission of the individual or a staff member.

Students may only use the school printers for school-related tasks. Each student is allocated credits for printing every month. If this runs out, more credits can be purchased at the tuckshop.

Controversial material

Users may encounter material that is controversial and which students, parents, teachers or administrators may consider inappropriate or offensive. By its size and nature, it is impossible to control all the content available on the Internet. Although Dainfern College takes precautionary measures to impede students' ability to access controversial material, it is impossible to provide full protection for users from all material that may be considered inappropriate or offensive, and any industrious user may find such material. It is the student's responsibility not to initiate access to such material and to withdraw from access to such material as quickly

as possible should an encounter occur unintentionally. Any decision by Dainfern College shall not be deemed to impose any duty on the school to regulate the content of material on the Internet.

Tablets

At all times students are to follow the classroom and College rules, tablet rules and general use of IT Equipment rules when using personal tablets at school.

General

Students are responsible for ensuring that the recommended list of apps is loaded on their tablet and that they know how to use them. The IT department is available for questions. Students are responsible for the updating and maintaining of their tablet. Extensive training is done with Grade 8 and 9 students in the first term during IT lessons.

Students are encouraged to keep the apps they need in school on the device's home screen and move all the fun, distracting apps to other pages so that they are not tempted during lessons.

Security

Tablets are never to be left in a bag outside a classroom or unsupervised anywhere in the College property.

Bringing a tablet to school remains the responsibility of the student and the College does not accept responsibility for theft of, loss of or damage to a tablet under any circumstances. For security reasons, tablets must at all times either be attached to the student (not left in a school bag) or locked in a locker or an electronic digital safe that is available to all students. The College is not responsible for the loss of tablets due to theft or damage.

Tablets belonging to other users are not to be tampered with in any manner or to be used without the permission of the owner.

If a tablet is found unattended, it should be given to the nearest member of staff.

Care

The following guidelines are given for the care of tablets:

- Use protective covers/cases.
- The tablet screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of it. Avoid bumping the tablet against lockers, walls, car doors, floors, etc as it will eventually break the screen.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the tablet screen.
- Do not subject the tablet to extreme heat or cold.
- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not drop the tablet.

Classroom practice

- If a tablet is left at home or is not charged, the student remains responsible for completing all schoolwork as if they had use of their tablet.
- It is the student's responsibility to ensure that their tablet is fully charged the night before. Charging stations will be available for emergency situations only.
- Tablets are intended for use at school each day. In addition to teacher expectation for tablet use, school messages, announcements, calendars, and schedules may be accessed using the tablet. Students must be responsible for bringing their tablet to all classes, unless specifically instructed not to do so by their teacher.

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Games are not to be played unless permission is given by the teacher.
- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Tablet malfunctions are not an acceptable excuse for not submitting work. Teachers and the IT department will instruct students on methods of managing workflow.
- Tablets are not to be used in any testing situation unless they are being used for assessment.
- The tablet is to be used flat on a desk and not at an angle.
- Students should always turn off and secure their tablet after they have finished working to protect their work and information. The use of a lock password is recommended.

Cell phones

At all times students are to follow the general classroom and College rules and General Use of IT equipment rules when using cell phones at school.

- Cell phones may only be used in class with the permission of a staff member. They must be switched off or on silent at all other times. This includes tutor groups, assemblies or at any other formal or informal College gathering.
- No student may have a cell phone on their person or with them in any testing or examination situation.
- Bringing a cell phone to school remains the responsibility of the student and the College does not accept responsibility for theft of, loss of or damage to a cell phone under any circumstances. For security reasons, your cell phone must at all times be either attached to your person (not left in your school bag) or locked in a locker or an electronic digital safe that is available to students.
- Undesirable/illegal material seen on a cell phone at school will result in the cell phone being confiscated and necessary disciplinary action taken.

Consequences of misuse/disruption of cell phone or tablet use:

If a student continues to disregard these rules after one warning, the following will apply (one or more may apply):

- Access to the wireless network will be removed.
- The device will be taken away and kept in the front office until the parent picks it up.
- The student will not be allowed to use personal devices at school for a period of time determined by the severity of the offence.
- A Friday detention will be issued.

A letter regarding this will be sent home to parents and all their teachers will be advised of the consequences. The matter will be dealt with by a House Director.

College liability statement regarding personal devices

Students bring their devices to use at Dainfern College at their own risk.

Students are expected to

- Act responsibly with regards to their own device, keeping it up to date and as secure as possible.
- Be responsible for the upkeep and protection of their device.

Dainfern College is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device: this includes charging, backing up, loading and updating of apps etc.

The College's Code of Conduct makes provision for level 1, 2 and 3 infringements in this regard and the Code of Conduct will be enforced should any of the above be breached.