

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

"All IT equipment and services provided are designed and installed for educational purposes only"

IT Golden Rules - Updated 25 January 2012

1. All data and personal files are the property of Dainfern College and will be monitored.
2. All pupils are expected to use the technology in a safe and responsible way and to treat all IT equipment with respect. IT equipment in this policy refers to laptops, PCs, iMacs, iPads; any tablet devices; iPods or mp3 players; cell phones; cameras and video recorders; voting systems and Mimios.
3. No food or drink is allowed in the IT labs, including chewing gum. This refers to labs 1-4, the Mac Centre and when using the iPad banks.
4. No pupil may use computers without a staff member being present.
5. Pupils may only store school-related material on computers. Copying of music, videos, applications and games is prohibited.
6. Pupils may not use IT equipment to communicate with each other during class time, using methods such as email, chat messaging and social networking sites like Facebook, Twitter and Google chat, unless stipulated otherwise and supervised by the teacher.
7. Pupils may not play games on computers or over the Internet, unless stipulated otherwise and supervised by the teacher.
8. No pupil may use another pupil's network or online account. There may be no sharing of passwords. A password needs to be changed if there is any breach.
9. Pupils may not modify computer files, folders or settings without authorisation from an IT staff member.
10. Pupils may only use school printers for school-related tasks with permission from the relevant staff member. Each pupil is allocated credits for printing every month. If pupils run out, more credits can be purchased at the tuckshop.
11. **Cell phones:**
 - a. Cell phones need to be switched off at 07h20 and may be switched on at 13h35. Cell phones may not be used between lessons or during break times. Cell phones used during these times will be confiscated and handed in to the Principal for collection by parents.

- b. Pupils may not use cell phones to contact anybody during the school day without permission from and supervision by a teacher.
- c. No pupil may record or video a teacher or a fellow pupil without the permission and under supervision of a teacher.
- d. No pupil may have a cell phone on their person or with them in any testing or examination situation.
- e. Should a lesson require cell phone use under supervision of a teacher, the cell phone must be turned off at the end of that lesson and returned to lockers.
- f. Should a cell phone ring or emit a message received or sent tone, the cell phone will be confiscated and handed in to the Principal for collection by parents.
- g. Bringing a cell phone to school remains the responsibility of the pupil and the school does not accept responsibility for theft of, loss of or damage to a cell phone under any circumstances.
- h. Cell phones may not be taken on school outings, excursions or tours or be used at school events.
- i. Undesirable/illegal material seen on a cell phone at school will result in the cell phone being confiscated as above.

The school'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.

Pupils and their parents/guardians will be required to sign that they acknowledge and agree to abide by the IT Acceptable Use rules as outlined above.