

## ACCEPTABLE USE POLICY COLLEGE

The Diocesan College is pleased to be able to offer access, via our computer network, to the Internet (which includes E-Mail, World-Wide-Web and other facilities). Internet access enables pupils to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should, however, be aware that some material accessible via the Internet contains items that are illegal, defamatory or potentially offensive. The Internet is a large and unregulated global network and increasingly it is possible to find controversial material or behaviour on the Internet that some may see as offensive or inappropriate. This includes pornographic material or material with explicit sexual content, and unacceptable behaviour in private E-mail.

While the intentions of the school are to use Internet resources for constructive educational goals, pupils may find ways to access other materials. We believe that the benefits to pupils in using the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. However, at school we are also involved in setting standards and in monitoring adherence to our rules and to the school's standards of behaviour, and this involves teachers, IT staff, and the Deputy Heads and the Headmaster.

Part of our ICT curriculum includes teaching and guiding the pupils in the appropriate use of the Internet. We have also drawn up an Acceptable Use Policy which sets out the rules and conditions with which Diocesan College pupils must comply when using Internet and E-mail resources at Diocesan College. Please review this policy with your son, sign it and return the attached form to the school.

### **INTERNET ACCEPTABLE USE POLICY**

#### **Expectations**

Pupils are expected to demonstrate appropriate behaviour on the Internet just as they are in a classroom or playground. Communications on the Internet are often public in nature and general school rules for behaviour and communications will therefore apply. The use of the Internet is a privilege, not a right, and may be revoked if abused. Pupils are personally responsible for their actions in accessing and utilising the school's computer resources. Pupils are expected never to access, keep or send anything that they would not want their parents or teachers to see. It is expected that users will comply with the specified standards and rules set out below.

### **Specifically Acceptable Uses**

As Internet facilities are a limited resource and one which we pay for, users are expected to use them primarily for:

- direct educational purposes;
- accessing information for private interests or hobbies;
- constructive communication with other Internet users or “keypals”, provided it is not anti-social in nature.

### **Specifically Unacceptable Uses**

Users are not to:

- take part in the sending or re-sending of any sort of chain letters;
- use offensive language or language which may be deemed offensive (anti-social, profane, Satanist, abusive, racist, sexist or impolite language) in any written communication over the Internet;
- attempt to access pornographic or sexually explicit material of any kind whatsoever, be it via E-Mail, the World-Wide-Web or any other Internet facility;
- use any other student’s E-Mail account and thereby impersonate (and possibly incriminate) any other user;
- attempt to spread viruses or any other methods of interfering in other people’s accounts, including any attempt to break into the network;
- Any other anti social behaviour

Pupils who break any of the above rules are subject to the normal disciplinary structures of the school.

In addition, when using the school’s internal computer network, pupils must understand the following:

- All users are entitled to reasonable privacy of their work under normal circumstances and therefore it is an offence to use or attempt to use another user’s account / password no matter what the circumstances may be.
- Storage capacity is at a premium and pupils are to conserve space by deleting unnecessary E-Mail or other material which takes up excessive storage space.
- Pupils should never download or install any commercial software onto network drives. All copyright laws must be obeyed.
- Pupils may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
- The IT staff at Diocesan College have the right to investigate any pupil’s email who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy.

## **LAPTOP ACCEPTABLE USE POLICY**

### **General**

The laptops have been introduced into the classrooms as a learning instrument, and their basic purpose is educational. Anything that enhances their educational potential is to be encouraged; anything that hinders them achieving their purpose is to be prevented. As educational school tools, the notion of privacy will be treated as secondary to the achievement of school's educational purposes. Accordingly, if a teacher suspects that a child is using his machine for purposes other than educational during school time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy. This would relate specifically, but not only, to the storage of illegal music files, pornography, antisocial material, or hacking material.

### **In Classrooms**

- Pupils should only connect to the network when asked to do so by their teachers.
- Pupils should not listen to music files while working without permission from the teacher.
- Pupils may not use E-mail / Chat facilities during classtime unless instructed to by their teachers.
- Pupils should not display screen savers / backgrounds which are inappropriate or noisy.
- Pupils may not play games on their computers during classtime unless the games are part of the teaching programme and have been required by the teacher as class activity.

### **Printing On School Printers**

The School does provide printing facilities as part of the School's Network. These printers should only be used in accordance with the following school policy.

- Pupils should only print during class time when instructed to do so by their teachers.
- All material which is sent to the printer should have the pupil's name clearly displayed on each page, so that collection of the printed work can be facilitated.
- Pupils may not collect printing during class time.
- Colour printing is not encouraged or offered by the school

The school provides 200 sheets of paper for each pupil per year. Should a pupil use more than this amount, he will have to apply for permission to use more, and his limit will be increased, but the extra paper will be charged to his account.



PARENT PERMISSION FORM and PUPIL AGREEMENT

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PARENT/GUARDIAN

As a parent/guardian of a pupil at Diocesan College, I have read the “Acceptable use Policy” and information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school.

Parent/Guardian Name (print) :

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Parent/Guardian Signature :

\_\_\_\_\_

DATE : \_\_\_\_\_

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PUPIL

As a user of the school computer network, I agree to comply with the terms and rules of the “Acceptable use Policy” and to use the Internet in a constructive manner. I understand and accept that any violation of these rules and regulations will result in loss of network and/or Internet privileges, and punishment through the School’s disciplinary system. In addition, by signing this documents I hereby give my consent as contemplated under section 5 of the Regulation of Interception of Communications and Provision of Communication-Related Information Act (Act 70 of 2002) that Bishops authorities should be entitled to intercept and monitor the content of any Internet usage, email messages, laptop content or other communications sent or received over Bishops’ computer facilities in order to monitor and ensure compliance with these terms of use.

Pupil Name (print) :

\_\_\_\_\_

Pupil Signature :

\_\_\_\_\_

DATE : \_\_\_\_\_