

ACCEPTABLE USAGE POLICY

INTRODUCTION

Schools are constantly being challenged with regards to how computers and personal devices such as cell phones/smart phones/tablets can be used in constructive and educative ways, especially in classrooms and as part of the learning experience at school. At the same time, schools have to manage the use of these devices to avoid the possible risks that can be incurred from careless or malicious use.

The Information and Communication Technology (ICT's) infrastructure available at Bishops is accessible to all members of the school community. Because the administrative staff, teaching staff and pupils are dependent on technology to do their work, it is imperative that there is consensus on how the equipment is to be used and what it is used for. Clear guidelines need to be given and a code of conduct established.

The policies and guidelines given in this document serve both to encourage and extend the use of electronic devices in constructive and educative ways as well as to limit and contain the possibilities of destructive or counter-productive instances.

Agreement to the conditions specified is a requirement for all who wish to make use of the technology available at the school.

This policy deals with:

SECTION 1: LAPTOP ACCEPTABLE USE POLICY

SECTION 2: OTHER MOBILE DEVICES (phones, smartphones, iPads etc.)

SECTION 3: NORMS OF BEHAVIOUR for ELECTRONIC COMMUNICATION and INTERNET USE

SECTION 4: MONITORING

SECTION 5: CONSEQUENCES OF BREACH OF THIS POLICY

This policy is to be read in conjunction with the policies and principles that form part of the ethos and code of conduct of the school and are governed by the school's rules and regulations.

Applicable legislation includes but is not limited to:

1. The Constitution of South Africa
2. The Films and Publication Act 65 of 1996
3. The Children's Act 38 of 2005
4. Criminal Law (Sexual offences and related matters). Amendment Act 32 of 2007
5. Protection from Harassment Act 17 of 2011
6. The Protection of Personal Information Act 4 of 2013
7. The Electronic Communication and Transactions Act 25 of 2002

SECTION 1: 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 they are 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, hacking material or material that infringes copyright legislation.

IN CLASSROOMS

- Pupils should not listen to music files while working without permission from the teacher.
- Pupils may not use E-mail facilities during class time 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 class time unless the games are part of the teaching programme and have been required by the teacher as a class activity.
- Pupils should respect that the Internet is a shared resource and should therefore be circumspect and reasonable about how much they download.

PRINTING ON SCHOOL PRINTERS

The School provides printing facilities as part of the School's Network. There are two digital photocopiers earmarked for pupil usage. The machines are able to print, photocopy and scan. They are positioned in the print room and library. Another such device is located in the music department for after hours, emergency use. Pupils are required to enter their username and password to release their prints/copies and are reminded that they are responsible for ensuring that their passwords are secure and are not shared.

Digital photocopiers should only be used in accordance with the following school policy.

Pupils should only print, scan or photocopy during class time if instructed to do so by their teachers. Pupils may not collect printing during class time. Pupils are encouraged to make use of the electronic hand-in system and make every effort to minimise printing.

The school provides for a maximum of 200 prints/copies per pupil per year. Should a pupil exceed that allocation, his fee account will be charged at an industry standard rate, at the request of the pupil, for an additional and appropriate (i.e. depending on top-up date) number of copies.

The school does not offer colour printing or copying.

SECTION 2: OTHER MOBILE DEVICES (phones, smartphones, iPads etc.)

The Privacy to Personal Information law applies. Any personal information that can identify a person cannot be shared on any public forum without the permission of the person.

GENERAL

Pupils are permitted to have mobile devices (MDs) at school.

If a pupil has an MD with him at times when it may not be used, it must be on silent or turned off. If an MD rings during these times, the MD may be confiscated for a period to be determined by the person in charge.

The school accepts no responsibility for any loss of or damage to MDs, whether on campus or elsewhere. It is strongly advised that boys store their MDs in a safe place when not in use.

The school reserves the right to search a pupils' MD if there is reasonable cause.

CLASSES

During classes, it is the prerogative of the teacher of the specific class to decide if, when and how MDs will be used during that class.

Before tests or exams, pupils must hand in all MDs to the invigilators. MDs must be clearly marked with the owner's name. MDs can be collected after the test/exam papers have been handed in at the end of the exam.

Any boy found in possession of an MD during a test or exam, even if inadvertently, may be charged with cheating.

SECTION 3: NORMS OF BEHAVIOUR for ELECTRONIC COMMUNICATION and INTERNET USE

ETHICAL PRACTICE

All members of the Bishops community are expected to honour the school's values and practices. In doing so, they will not:

- bring the school into disrepute
- post any material on a website without the permission of the person or entity involved
- create a persona or digital ID on any social media site (e.g., Facebook, Twitter) which represents or pretends to represent the school without the approval of the Principal.

THE CLASSROOM

When teachers use or allow the use of the internet and/or social media for schoolwork, either in the classroom or as required work outside the classroom, participation in such online media is an extension of their classrooms in terms of what is permitted/acceptable online.

Photographs may not be taken or videos or recordings made in a class without the permission of the teacher concerned.

LANGUAGE USE

Messages posted publicly must not include any personal attacks (colloquially known as 'flaming')

Messages should follow the rules of appropriate public language.

Any text transmitted to a public environment may not contain any language or content that the author would not be willing to share from the podium at a school meeting.

PORNOGRAPHY

Both the Film and Publications Act and the Sexual Offences Act make it an offence for a person under the age of 18 to:

- View pornography
- Be in possession of pornography
- Download pornography from the internet
- Trade in pornography
- Enter a licensed premise where pornography is legally sold
- Expose another person under the age of 18 to pornography

Child pornography

According to the South African law, child pornography is deemed to be any naked image showing genitalia of a person under the age of 18.

Pornography at school

Possession or distribution of pornography at school is considered to be serious misconduct. Viewing and/or circulating any material deemed by those in authority to be pornographic is a serious offence. As well as the above, activities that would be considered to be pornography include, but are not limited to: sexting, distributing naked 'selfies', distributing photographs/videos of a naked friend, distributing photos/videos of anyone involved in sexual activities.

BULLYING AND HARASSMENT

The following behaviour is unacceptable at all times:

- Attacking Bishops, the staff, the pupils or other people on any digital communication forum
- Cyber-bullying. According to the school's bullying policy, bullying includes but is not limited to:
 - behaviour that can be construed to be the systematic, uninvited, repeated and intentional abuse of another person over a period of time
 - harming another person (hurting or embarrassing another person)
 - repeated threatening behaviour which is intended to frighten another person
 - using electronic technology; for example, text messages or emails, rumours sent by email or posted on social networking sites, embarrassing pictures, videos, websites or fake profiles.
 - Insulting others
 - Using racist or sexist language
 - Passing derogatory or offensive comments

PLAGIARISM

Plagiarism is the act of using someone else's work – words, images and ideas - without proper acknowledgement, and passing it off as one's own. This is fraudulent and is tantamount to stealing. Types of plagiarism include:

- Verbatim (word-for-word) copying, often achieved by using the 'copy-paste' function.
- Paraphrasing without acknowledgment: merely changing a few words in the chosen text.
- Using ideas generated by another person and presenting them as one's own.
- Submitting someone else's work or assignment as one's own.
- Giving one's work to another scholar to use as his own is also fraudulent, as one is complicit in the act of plagiarizing.

All information obtained during research from the internet must be referenced with the name of the site, the title and author of the article (if given) and the date accessed.

Kindly refer to the Bishops [Plagiarism and Cheating Policy Document](#) for further information.

THE INTERNET

Bishops 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 or social networking websites.

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 Headmasters and the Principal.

As part of our curriculum at Bishops we do teach and guide our pupils in the appropriate use of the Internet and social media.

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, provided it is not anti-social in nature.

They are also encouraged to be considerate and limit the size of any downloads they make from the internet.

Users may not:

- Access material that is labelled as 'not intended for minors', even if they have turned 18.
- Download and make public or intentionally view any material that is pornographic, abusive or age restricted.
- Disseminate the addresses of any material that falls into one of the above categories.

All internet activities are logged, monitored and archived by the IT Department. The ICT Manager and Network Manager may access all logs and may review files and communications should the need arise, or if instructed to by the Principal.

EMAIL

Bishops regards emails to be the same as paper messages. Therefore, any written communication should obey the correct rules of grammar, capitalisation and punctuation.

Users must accept the privacy of email messages; mail may not be read by another person and care must be exercised when forwarding messages to ensure that privacy is not compromised.

Electronic mail may not be misused. The following are considered to be misuse:

- unacceptable language
- offensive messages
- mass mail
- hate mail
- junk mail
- sending or distributing games
- personal graphic images
- chain letters
- hoaxes
- anonymous mail
- age- restricted content
- distribution of viruses, hacks or cracks
- No email or attachment from an unknown source should be opened. These should be deleted.

The staff at Bishops are entitled to intercept and monitor email messages, laptop content or other communication sent or received in order to monitor and ensure compliance with these terms of use.

SOCIAL MEDIA

Kindly note that the [Bishops Social Media Policy](#) forms part of this agreement.

SECTION 4: MONITORING

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:

1. 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.
2. Pupils are to conserve space by deleting unnecessary E-Mail or other material which takes up excessive storage space.
3. Pupils should never download or install any commercial software onto network drives. All copyright laws must be obeyed.
4. 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.

Access to internet sites and internet content is filtered by the school's firewall. The specific categories and rules of filtering are under frequent review by our IT technical team. All internet activities are logged, monitored and archived by the IT Department. It is against school policy to attempt to and/or to access the Internet by bypassing the school's firewall.

Extensive logs are kept of systems and activities on the network. These logs are used to assist in infrastructure planning and maintenance, as well as to ensure system integrity and ensure users are accessing the system responsibly. In particular, detailed Internet and email logs are kept. The ICT Manager and Network Manager may access all logs and may review files and communications should the need arise, or if instructed to by the Principal.

SECTION 5: CONSEQUENCES OF BREACH OF THIS POLICY

The violation of school rules concerning the use of the network, electronic media and communication will result in the same disciplinary actions as would result from similar violations in other areas of Bishops life.

Any breach of this policy will be dealt with according to the Discipline policy of the school.

Learner Name _____ Grade (if applicable) _____

I have read and understood this Acceptable Use Policy. I agree to adhere to the principles and practices contained in this Policy. I understand that if I violate the rules my account can be terminated, and I may face other disciplinary measures.

Learner Signature _____ Date _____

Parent Name _____

By signing as a Parent, you confirm that you have adequately explained this Policy to your child and that you will do everything in your power to ensure that they adhere to same and that you too will adhere to same.

Parent Signature _____ Date _____