Thomas More College

KLOOF, KWAZULU-NATAL

The School for all Seasons

Primary School

Senior Primary

<u>Please read this document carefully before signing the agreement.</u>

<u>Preamble</u>
Computers, their peripheral devices and Internet Access are available at Thomas More College for use by staff and pupils.

Our aim is to provide access to the vast educational resources and communication possibilities provided by the Internet and software programmes. It is our belief that if they are correctly used, they will support the curriculum and educational excellence at our school.

Several important issues must be understood with regards to the use of these facilities at Thomas More College.

- The use of these facilities is not a right, but a privilege and should be regarded as such. The smooth operation of a network of computers in the school depends on the proper conduct of the end-users, who must adhere to strict rules.
- It must be acknowledged that the facilities are not private and due regard for all users must be maintained.
- A great deal of material, which is not of educational value and which is often controversial, unsuitable or unpleasant, is easily accessible on the Net.
- You are required to log on each time you use a workstation. You may not share your password, or any other password that you might find out, with another person. You may not use another person's password.
- You may not attempt to discover the password of any other user by any means whatsoever.
- While you are using the computer, you will be responsible for it. If you encounter any irregularities, please report them immediately to a member of staff.
- You may not use a computer, or the computer network to harm other people or their work, or to do anything unlawful.
- You may not trespass in unauthorized folders, documents or files.

<u>INTERNET ACCESS</u>
Remember that at all times you are representing Thomas More College when you are communicating on the Internet. At no time must your use of the facility reflect badly on the school.
<u>The following areas are not authorized</u>. These include, but are not limited to:

- Those areas that use profanity. (i.e. swearing)
- Those areas that include or display pornography.
- Those areas that promote violence, illegal activities, racism, sexism or hatred.
- Those areas that include the design or detailed information pertaining to explosive devices.
- Those areas that include criminal activities or terrorist acts.
- Those areas that ask for personal information, such as your name, address, phone number or fax number, credit card or account numbers, or the personal information of other people or institutions.

Internet Acceptable Use Policy Reply slip to accompany this document

Revealing your own, or anyone else's address or telephone numbers can be dangerous and can expose you or them to offensive or unwanted communications. If any incoming information asks you for more information than you care to reveal, or makes you uncomfortable in any way, inform a staff member immediately.

- Any area that the staff of Thomas More College deem inappropriate.
- You may not open an age-restricted site.
- If you are not sure whether a site is acceptable or not, ask a member of staff before exploring it. If such a site is inadvertently accessed, leave it immediately and inform a staff member.

PRIVACY

Any P.C. or e-mail account used at TMC is the property of Thomas More College.
It must be clearly understood that any of your files or folders on any TMC computer hard drive or in your 'My Documents', any Internet access or any other programme, may be reviewed or monitored <u>at any time</u> by the network manager. This information may be revealed to the I.T. Teacher, the Grade Head, the class teacher, the Dean of Boys / Girls or your parents at the discretion of the Deans, Deputy Head or the Headmistress.

- If you accidentally discover any confidential material of any sort, e.g. information that pupils should not normally have access to, such as examination papers or reports, **do not show any other pupil.** Report this to a staff member immediately.
- **<u>All Internet access is filtered and monitored. Circumventing these filters or monitoring is not allowed.</u>**
- **<u>Parents or legal guardians may gain access to their child's e-mail upon request.</u>**

<u>If a pupil does not abide by the rules, which the pupil and his/her parent/guardian have signed, the pupil may have his rights revoked and will be banned from using our computer facilities and Internet at Thomas More College.</u> The time relating to the ban will be at the discretion of the Dean of Boys / Girls, the Deputy Head or the Headmistress.

SECURITY

- You may not interfere with the operation of the network, which includes installing unauthorized software, shareware or freeware.(i.e.games)
- You may not use a proxy, attempt to change any network systems or hack the system in any way.
- You may not delete files, folders or directories.
- Never introduce or attempt to create any form of virus on the Network.
- Social networks such as Facebook (legal age 13), Twitter, Snapchat, Instagram etc. are unacceptable.
- You may not purchase any item across the Internet.
- You may not harass any user of the TMC network, or of the Internet, by sending unwanted mail.
- Memory sticks or external hard drives must be scanned for viruses before use. These devices as well as the headphones are the responsibility of the child.

Internet Acceptable Use Policy Reply slip to accompany this document

COMPUTER ETIQUETTE

Be polite in all communications no matter to whom they are addressed.

- Use only appropriate language. You may not swear, or use vulgarities, offensive language, or express racist or sexist sentiments. Threatening and derogatory language will also not be tolerated.
- Items posted on the Internet are there for posterity (even if deleted) therefore think before you post either pictures or comments.
- You may not use any form of 'hate speech'.
- Remember that the use of CAPITALS in an e-mail is considered to be shouting and may cause offence.
- You may not send any unsolicited messages (chain letters, broadcast messages, pyramids, etc.) as this causes network congestion and interferes with the work of others.
- Photographs of other people require their permission before posting or tagging, or they may not be distributed as this is an invasion of privacy.

GENERAL COMPUTER USE

- Do not attempt to 'fix' a computer or remove any of the components. Report any fault to a staff member or the IT Department.
- You may play music CDs on the computers as long as it does not interfere with any lessons or staff requests.
- Suitable Internet information may be stored in a file in your 'H Drive'. Only the final information may be printed with permission from a staff member.
- Your printing will be recorded using 'Paper cut'. Printing is costly and pupils must be aware that they have the privilege of a printing account and should they exceed this by printing private matter they will have to purchase a "recharge" voucher.
- You may not use the school's network for any political use.
- No vandalism will be tolerated.
- Eating and drinking when in an environment with computers is not allowed.
- Academic use of the computer, by any user, no matter how young, takes priority over leisure use.
- Storage capacity is at a premium and pupils are encouraged to conserve space by deleting unnecessary emails or saved pictures and documents that take up space on the server. Only school related work should be saved in your Thomas More Account.
- Phones/tablets are not permitted on children during tests and exams, and children found with phones/tablets during this time will be considered to be cheating. They may not use the calculator facility of the phone/tablet for Maths tests and exams, but this is permissible where such devices, with teacher permission and supervision, are used in class.
- There are occasions where a teacher may require the children to use a phone/tablet as part of an academic programme, but he/she will notify you in writing of these occasions well in advance. Cell phone and tablet etiquette and correct usage may form part of the IT programme.
- When using a device for reading on e-book/tablet, or using a calculator, you need to get the permission of the teacher and may only do so under supervision.
- At break, e-books/tablets may only be looked at in the PS Library or on the steps to the Library.

Social Media Policy

Preamble

This policy aims to give clear guidelines that must be followed in order to fulfil the rights and responsibilities the school has towards its pupils and staff. The policy comes about in response to the active encouragement of the use of Technology in classrooms at TMC. In particular TMC does not want its name or reputation or that of its staff or pupils to be tarnished on Social Media sites.

Internet Acceptable Use Policy Reply slip to accompany this document

Online Conduct of pupils

- Be responsible for what you post on any social media site. (Whether at or outside school or at home)
- Pupils must be aware that excessive usage and their internet activities are logged and can be traced.
- Do not bring into disrepute the name of TMC. Pupils are responsible for their own behaviour on the Internet just as they are in a classroom, on the sports field or on the playground
- Do not video or take pictures of teachers or other students without their permission
- Do not upload any offensive or demeaning material, distribute or link to such material that can be associated with TMC.
- Do not Cyberbully.
- Do not plagiarise material and post it as yours on social media sites or use in projects or school work. Respect copyright.
- Protect yourself by applying the maximum privacy settings on all your social media platforms
- Change your password regularly and use symbols and special characters
- Be an **Upstander** and not a bystander.
- Take the following action if someone posts something (including pictures/videos) of you that you deem offensive
  - ➤ Tell a teacher or another adult
  - ➤ Capture and save all the relevant information, e.g. screenshots, posts, sender, information etc.
  - ➤ Go to the IT department to ask for assistance in tracking the IP address of the offender.

DISCLAIMER

Thomas More makes no warranties of any kind whether expressed or implied, for the service it is providing. Thomas More College cannot be held responsible for any computer related damages you may suffer. Use of any information obtained via the Internet is at your own risk. Thomas More specifically denies any responsibility for the accuracy, quality or acceptability of information obtained through electronic information resources.

Internet Acceptable Use Policy Reply slip to accompany this document

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— **Primary School** —

Senior Primary

Internet Acceptable Use Policy

please return reply slip to the class teacher

I _____ the parent / legal guardian of _____in Grade _____ have read and discussed the implications of the Internet Acceptable User Policy. My son / daughter has been made fully aware of the expectations and responsibilities linked to the privilege of using the school's network, including that this privilege can be revoked if the terms are contravened.

We both accept the terms of the document and the consequences involved in breaching this agreement.

Signed:

Pupil _____

Parent / Legal Guardian _____

Date _____