



# PRETORIA BOYS HIGH SCHOOL

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## Information Technology Rules and Acceptable Use Policy

### 1. Introduction

- 1.1. Pupils and staff are expected to demonstrate appropriate behaviour at school when using the school's technology facilities and IT equipment as well as their own personal devices when at school or while on school duty.
- 1.2. E-communication on the Internet is often public in nature and general school rules for behaviour and communications therefore apply. The school encourages the use of technology in all spheres of its activities and therefore the guidelines discussed in this policy encourage the efficient and safe use of all the school's technological resources, as well as limiting any negative consequences. It is expected that users will comply with the specified guidelines and rules set out below. Necessary disciplinary action may be taken against staff or pupils who disregard this policy.
- 1.3. The policies, procedures and information in this document apply to all IT devices used in the school. These include tablets, cell phones, any other IT handheld device, laptops, desktop computers etc.

### 2. Terms of use

- 2.1. The school network has been established to provide information for the sake of education, by providing access to resources and the opportunity for collaborative research.
- 2.2. The school therefore reserves the right to place reasonable restrictions on material/software accessed or material/software published through the system.
- 2.3. Electronic communications facilities (such as, but not limited to, email messages) and connection to the Internet are primarily for school-related activities. While at times conducting personal activities from school facilities may be unavoidable, such use should be kept to a minimum. The System Administrator reserves the right to delete any files that are not seen as school-related, including photos, pictures, music files, videos etc.
- 2.4. Transmission of any material in violation of any South African National or Provincial laws or regulations or school rules is prohibited. This includes copyright material, threatening, obscene or offensive material.

- 2.5. The use of the school's technology facilities is a privilege, not a right, and may be revoked if abused.
- 2.6. Staff and pupils are personally responsible, for their actions in accessing and utilising these resources. They are expected never to access, keep or send anything that would bring the school into disrepute.
- 2.7. Teachers may also set additional requirements for use within their classroom.
- 2.8. The use of personal devices during the school day is at the discretion of teachers and staff. Pupils may only use devices as directed by their teacher.
- 2.9. The use of a personal device is not to be a distraction in any way to teachers or pupils. Personal devices must not disrupt class in any way.

### **3. Monitoring**

- 3.1. The school reserves the right to review material held in user accounts; to monitor Internet usage and to monitor file server space in order to determine whether specific uses of the network are inappropriate.
- 3.2. In reviewing and monitoring user accounts and file server space, the school will respect the privacy of the user accounts at all times. All computer and tablet-related activities are monitored and logged.
- 3.3. The school reserves the right to inspect any pupil's 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 Use Policy.

### **4. Security**

- 4.1. Security on any computer system is a high priority, especially when the system involves many users.
- 4.2. Any attempt to log on to the network as system administrator or as any other user will result in cancellation of user privileges.
- 4.3. No person may use an account belonging to another user. There may be no sharing of passwords. A password needs to be changed if there is any breach.
- 4.4. A person may not modify computer files, folders or settings without authorisation from an IT staff member.

## 5. General

- 5.1. All staff and pupils are expected to use 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.
- 5.2. No pupil may be in a computer lab during lesson times without a teacher being present.
- 5.3. Pupils may use the computer facilities during break and after school provided consent has been given and as long as the computers are being used for school-related tasks. Unruly behaviour will not be tolerated in any computer lab.
- 5.4. No-one may be in possession of any school computer equipment without the written permission of the System Administrator.
- 5.5. Pupils may only store school-related material on computers.
- 5.6. Copying of music from the Internet or CD to a personal folder or computer is a violation of copyright laws, as is the copying of videos, games or applications.
- 5.7. Pupils 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.
- 5.8. Transmission of an email or Internet message using the school's email system must include the individual's identity.
- 5.9. 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.
- 5.10. Cyber bullying of any form is unacceptable, whether via email, text messaging (SMS, WhatsApp etc) or social network sites. Bullying will be dealt with in terms of the school's Code of Conduct and (where relevant) in terms of the laws of our country.
- 5.11. No work is to be plagiarised. The School's plagiarism policy is to be followed. Photographs may also be protected under copyright laws.
- 5.12. Pupils 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.
- 5.13. Pupils 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 pupil) in any way or harm the good name of the school

- 5.14. Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- 5.15. Inappropriate media may not be used as a screensaver or background photo on any device, school or personal. These include: presence of weapons, pornographic materials; pictures of violence; inappropriate language; alcohol; drug; gang-related symbols or pictures.
- 5.16. The use of tablets or cell phones by pupils to listen to music in class or whilst walking around the school is forbidden without permission of a teacher.
- 5.17. 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.

## **6. Controversial material**

- 6.1. Pupils may encounter material which is controversial and which pupils, 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.
- 6.2. Although the school takes precautionary measures to restrict access to controversial material, it is impossible to provide full protection for users from all material which may be considered inappropriate or offensive and any industrious user may find such material.
- 6.3. It is the responsibility of all pupils 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 the school shall not be deemed to impose any duty on the school to regulate the content of material on the Internet.

## **7. Tablets**

- 7.1. Tablets are never to be left in a bag outside a classroom or unsupervised anywhere on the school property.
- 7.2. Bringing a tablet to school remains the responsibility of the tablet's owner. The school does not accept responsibility for theft of and/or damage to a tablet under any circumstances.
- 7.3. Tablets belonging to other users are not to be tampered with in any manner or to be used without the permission of the owner.
- 7.4. If a tablet is found unattended, it should be handed in to the nearest member of staff.

## **8. Tablets - Classroom practice**

- 8.1. Pupils may use tablets in class for the purposes of research; for ebooks and to make notes at the discretion of the teacher.
- 8.2. It is the pupil's responsibility to ensure that their tablet is fully charged. The school will not provide charging facilities
- 8.3. The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- 8.4. Games are not to be played unless permission is given by the teacher.
- 8.5. Tablets are not to be used in any testing or assessment situation unless permission is expressly granted
- 8.6. The tablet is to be used flat on a desk and not at an angle.
- 8.7. Pupils should always turn off and secure their tablet after they have finished working to protect their work and information. The use of a password lock is recommended.

## **9. Cell phones**

- 9.1. At all times pupils are to follow the general classroom and school rules (as appearing in the Code of Conduct) and General Use of IT equipment rules when using cell phones at school.
- 9.2. 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 School gathering.
- 9.3. No pupil may have a cell phone on their person or with them in any testing or examination situation.
- 9.4. Bringing a cell phone to school remains the responsibility of the pupil and the School does not accept responsibility for damage to or theft of a cell phone under any circumstances. For security reasons, your cell phone must at all times be either on your person (not left in your school bag) or locked securely away
- 9.5. Undesirable/illegal material seen on a cell phone at school will result in the cell phone being confiscated and necessary disciplinary action taken.

9.6. Consequences of misuse/disruption of cell phone or tablet use.

If a pupil disregards the, the following may apply:

- 9.6.1. Access to the wireless network may be removed.
- 9.6.2. The device will be taken away and kept in the front office for a period of two weeks.
- 9.6.3. The pupil may not be allowed to use personal devices at school for a period of time determined by the severity of the offence.
- 9.6.4. A Friday detention may be issued.
- 9.6.5. A letter regarding the incident may be sent home to parents and all their teachers will be advised of the consequences.

**10. School liability statement - personal devices**

10.1. Staff and pupils bring their devices to use at School at their own risk.

10.2. Staff and pupils are expected to:

- 10.2.1. Act responsibly with regards to their own device, installing all updates and making it as secure as possible.
- 10.2.2. Be responsible for the upkeep and protection of their device.

10.3. The school is in no way responsible for:

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