



INFORMATION TECHNOLOGY CODE OF ACCEPTABLE USE

Internet access is available to pupils and staff at Kingsmead. The Internet offers vast, diverse and unique resources and we believe that the provision of this service will promote educational excellence by facilitating resource sharing, innovation, more creative teaching approaches and communication.

The Information Superhighway, however, does provide information which we would not consider to be of educational value in the context of a school. We are able to 'screen' and restrict access to certain web sites, but it is impossible to keep abreast of all undesirable web sites, and girls may thus gain access to undesirable material on the web. Kingsmead cannot be held responsible for other people's actions or the quality and content of information available on the Internet. We believe that the vast bank of resource material, which is available, outweighs the possibility that users may procure material that is not consistent with the educational goals of Kingsmead. We also trust our pupils and staff to know what is appropriate and inappropriate as they are presenting an image of Kingsmead College to the network.

TERMS AND CONDITIONS OF INTERNET ACCESS

Privilege

The use of the Internet and the facilities provided by the IT department must be regarded as a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Access entails responsibility. The system has a method of storing a history of Internet sites visited.

Acceptable Uses

These include, but are not limited to the following:

1. Network users are required to look after the equipment and treat it with care and respect when they are working in any venue at School. For this reason food and drinks are banned from the Computer Centre.
2. Always be polite and do not use abusive, offensive, obscene language or pictures.
3. Do not share you login rights with anyone.
4. The Centre has been established for educational purposes. The Internet and email access are also viewed as valuable educational tools and must be used accordingly.
5. Each network user is allocated an email address and is responsible for checking mail regularly and deleting old email.
6. Network users must understand that any material stored on the network is not guaranteed to be private and that the IT Staff may review the system at any time to ensure it is being used correctly.
7. Network users may save work on the Server in their home directories (H: Drive).
8. Pupils may print documents that they require. However, all printing costs are charged to their School Account so the pupils must be aware of the cost implication for their parents.
9. Webmail is available from any internet-enabled computer nationally or internationally.

Unacceptable Uses

1. Network users may not be involved in "spamming" (sending an email to more than 10 people at the same time) and they may not pass on chain letters. These are to be deleted immediately.
2. Do not send messages to people you do not know personally.
3. Network users may not log onto the network with somebody else's username. Each user is responsible for remembering their username and password and should not tell them to anybody else.
4. Network users must not make any attempt to disrupt the computer system or destroy data by spreading viruses. "Hacking" or trying any other means to gain access to another person or organisation's computer system is strictly forbidden.
5. Network users may not use the system to engage in any illegal activities or to transmit material that violates South African laws. Network users shall not plagiarise works found on the Internet (*Plagiarise = taking ideas or writings of others and presenting them as if they were yours*). Network users should respect the copyright laws and request permission to use work/pictures from the copyright owners.
6. Network users may not use the system to access material, web sites, newsgroups or chat rooms which contain material that is obscene or which advocates illegal acts. If users mistakenly access inappropriate material, they should immediately advise the teacher on duty.
7. **Network users may not download any programs or games from the Internet. This includes the downloading of Freeware, Shareware, Toolbars and any other software.**
8. Network users may not use vulgar, obscene or threatening language and they may not post any personal information about another person or post information that could cause damage or disruption.
9. Please do not intentionally waste resources. (Paper, ink etc.)
10. Personal emails are discouraged during Preps and lessons. These may be accessed before and after school and during breaks.
11. Network users may not delete anything that has been pre-installed. This includes programmes, folders etc.

Safety Guidelines

1. Please do not reveal personal information when online. This includes your name, address, telephone number, school address etc.
2. Never agree to meet anybody that you have met online.
3. Any message or email that you receive which makes you feel uncomfortable or which violates this Acceptable Use Policy, should be disclosed to an adult immediately.
4. If a network user accidentally opens an undesirable site, she must turn off the monitor and immediately alert a teacher or monitor in the Computer Centre.

Discipline

In order to ensure that all runs smoothly in our Centre and that it is used correctly by all our pupils, we will be very strict about all the acceptable and unacceptable uses that we have laid out. This is therefore a very important document that you and your daughter are required to sign and we request that you go through it very carefully with your daughter.

The school reserves the right to remove your daughter's IT access rights should she be caught disobeying the Acceptable Use Policy in any way.