

Technology Acceptable Use Policy

The American International School in Cape Town

Version: 1 July 2019

By signing this Policy, you indicate your acknowledgment and understanding of, and agree to be bound by, its contents.

1. SCHOOL CODE OF CONDUCT

This Policy supplements the existing policy framework at AISCT (the “School”). Notwithstanding the existence of this Policy, the use of the School’s telecommunications Network, any School computer, and any mobile phone (also referred to as cellphone or smartphone), laptop, tablet or other mobile communication system (each a “**personal electronic device**”), by learners and staff shall remain subject to all other applicable protocols specified in the Student-Parent Handbook.

2. USE OF THE SCHOOL NETWORK

The School believes in the value of technology as an educational resource. In order to promote educational excellence, and so as to facilitate resource-sharing, innovation and communication, the School is pleased to be able to offer learners and staff access to the AISCT information technology Network, which includes, but is not limited to G Suite, digital educational and productivity platforms, and the Internet (“**the Network**”).

Access to the Network by learners and staff, whether using a School computer, a personal electronic device or otherwise, is at all times subject to the following:

2.1. ACCEPTABLE USE OF THE NETWORK

- 2.1.1. The Network is maintained to support teaching, learning and administrative activities at the School. You may use the Network for any legal activity that is in furtherance of this aim, as well as the aims and policies of the School in general.
- 2.1.2. Each person given access to the Network must do all things necessary to maintain the security of the Network, by keeping passwords and account information confidential.

2.2. UNACCEPTABLE USE OF THE NETWORK

- 2.2.1. **Content not related to School activities** – Users are not permitted to use the Network for non-School related bandwidth-intensive activities, such as network games or the transmission or hosting of large audio or audiovisual files.
- 2.2.2. **Content in violation of Code of Conduct** – Users shall not use the Network to intentionally access, transmit, copy or create material that violates the rules stipulated in the Student-Parent Handbook.
- 2.2.3. **Inappropriate Material** - The Network shall at no time be used for the solicitation, transmission, viewing or storage of any content that is obscene, lewd or indecent, including any pornography or other explicit content (together, “**Inappropriate Material**”).
- 2.2.4. **Illegal Content** – The Network shall at no time be used to solicit, transmit or store content that is defamatory, fraudulent or otherwise unlawful, including content that solicits, encourages or provides instructions for the commission of a criminal offense. Content relating to, or in furtherance of, illegal activities will be reported to the authorities.
- 2.2.5. **Hate Speech** – The Network shall at no time be used to transmit content that constitutes hate speech, including content that is racist, sexist, homophobic or otherwise discriminatory.
- 2.2.6. **Bullying and harassment** - The School does not tolerate bullying. The Network shall at no time be used to engage in conduct that causes or could reasonably cause mental, psychological, physical or emotional harm to any person, or which inspires the reasonable belief that such harm may be caused. This includes content that is insulting, harassing, threatening or abusive.
- 2.2.7. **Spam** - The Network shall at no time be used to transmit unsolicited promotions, advertising, contests or chain letters, or other material that is designed or likely to cause annoyance, inconvenience or needless anxiety (spam).



- 2.2.8. **Intellectual Property** – The Network shall not be used to infringe the copyright, trademark or other intellectual property rights of any party. In particular, the Network may not be used to access, download, store or transmit music, videos or other content in violation of the intellectual property rights of any party.
- 2.2.9. **Malware/viruses** – No person shall be permitted to use the Network to transmit, download or store any virus, corrupted data or other harmful or destructive files that damages or disrupts the performance of the Network.
- 2.2.10. **Impersonation** – When accessing and/or using the Network, users are not permitted to forge other users' names, disguise their identity, impersonate other users, or send anonymous emails.
- 2.2.11. **Hacking** – No person shall hack or attempt to hack into the Network, or access or attempt to access any information stored on the Network to which such person is not entitled access.

2.3. **CONTENT FILTERING**

- 2.3.1. The School utilizes filtering software and other technologies to prevent users from accessing certain inappropriate or irrelevant content via the Network ("**Filtering Software**"). Users are prohibited from circumventing or attempting to circumvent any Filtering Software that may be in place from time to time.
- 2.3.2. Teachers may from time to time recommend and use public websites over which they have no control but that are, to the best of their knowledge, legitimate and safe. Despite every effort to supervise learner-use of the Network, and the employment of Filtering Software, access to the Network may include access to content that is inappropriate for school-aged students. Learners are required to take responsibility for his or her use of the Network and to avoid inappropriate content, and are further required to report any inappropriate content accessed via the Network to a member of staff.

2.4. **MONITORING OF NETWORK ACTIVITY**

- 2.4.1. Those who use the Network shall have **no expectation of privacy** in respect of their activity over the Network, including all information stored on the Network. All activity that takes place over the Network is monitored and logged. Logs include email usage, web pages visited as well as all search queries used on sites such as Google and Wikipedia.
- 2.4.2. Usage logs may be made available to the schools' administration upon request, to be examined, used and disclosed as management in its sole discretion deems necessary (for example, to protect the health, safety, discipline or security of any person). Usage logs and information located on the Network may also be used in disciplinary actions.

3. **USE OF MOBILE PHONES/SMARTPHONES, LAPTOPS AND TABLETS**

- 3.1.1. The School shall from time to time implement rules in terms of which use of and access to personal electronic devices on School property and during School hours are regulated.
- 3.1.2. No personal electronic device brought onto the property of the School shall contain any Inappropriate Material.
- 3.1.3. The School reserves the right to confiscate and examine the personal electronic device of any learner, including any audio or video recording stored on such device, where there is a reasonable suspicion by any member of staff or any administrator or representative of the School that such learner is in breach of any provision of this Policy, the Student Agreement for Internet Use, or any other School rules.
- 3.1.4. Students in grades GC through 5 are not all allowed to use mobile phones during school hours. If mobile phones are brought onto campus, then they must be switched off and remain in the students' bags or lockers.
- 3.1.5. Students in grades 6 through 12 are permitted to use mobile phones on campus. The use of mobile phones in the classroom is at the teacher's discretion. Phones should remain out of sight and not in use unless a teacher has given explicit permission for the phone to be used.
- 3.1.6. Parents/guardians are asked not to contact students by mobile phone at any time during the school day.

4. **PRIVACY**

- 4.1. The School respects the privacy of all learners and staff and expects those who use the Network, or who bring personal electronic devices onto the property of the School, to do the same.
- 4.2. Unless given explicit permission by a member of staff or another representative of the School, no student shall use any electronic device to take any pictures, voice or video recording during any lesson or classroom activity.



- 4.3. Learners, staff, parents and third parties must be authorized to take pictures, voice or video recordings during break time and after-school activities, including during sporting events. This authorization may, however, be withdrawn at any time by any member of staff or another representative of the School, in his or her sole discretion. Where any person is instructed by a member of staff or another representative of the School to cease taking pictures, voice or video recordings in terms of this clause 4.3, such person shall cease to do so immediately.
- 4.4. Notwithstanding the provisions of clause 4.3, unless given explicit permission by a member of staff or another representative of the School, no learner, parent or third party is authorized to take pictures, voice or video recordings during any school play or other production staged by the School.

5. DISCLAIMER

- 5.1. The School accepts no responsibility for personal electronic devices brought onto School property. The responsibility to keep devices secure rests with the individual owner and the School will not be liable for any loss or damage of any such device.
- 5.2. All access to and use of the Network, whether using a School computer or personal electronic device, is at the sole risk of the user. The School makes no representations or warranties, implied or otherwise, that the content available via the Network is free from errors or omissions or that the Network will be uninterrupted or error-free.
- 5.3. Neither the School nor any of their employees, other members of staff or governing bodies, shall be liable for any loss, damage or inconvenience of whatsoever nature arising directly or indirectly from:
 - 5.3.1. the access or use by any person of the Network, whether using a School computer or personal electronic device, including the accessibility of any content via the Network;
 - 5.3.2. the inability to use or access the Network;
 - 5.3.3. the use by any person of any personal electronic device while on School property;
 - 5.3.4. any content existing on any personal electronic device brought onto the School property, or exposure of any person to content existing on any personal electronic device;
 - 5.3.5. the loss or theft of any personal electronic device of any person on or from the School property.

6. SANCTION

- 6.1. **General** - Should any person be found to be in violation of this Policy, such person shall have their right to access the Network temporarily or permanently withdrawn. The breach of this Policy by any person shall further be considered serious misconduct and subject to disciplinary procedures as contemplated in the Student-Parent Handbook or School Policy Manual.
- 6.2. **Additional learner sanctions** – In addition to the sanctions contemplated in clause 6.1, the conduct of learners using the Network and/or any personal electronic device may amount to serious misconduct as contemplated in Schedules 1 and 2 Provincial Gazette Vol. 6, No. 144, 4 October 2000. Any learner found to be in violation of this Policy may also:
 - 6.2.1. have their device confiscated for a period of up to 1 week; and/or
 - 6.2.2. be temporarily or permanently prohibited from bringing any personal electronic device onto School property.

Signed on this _____ day of _____ 20_____

Name: _____



STUDENT AGREEMENT FOR INTERNET USE

1. RULES FOR USING THE INTERNET

I know that there are certain rules about what I can and cannot do online. Online means on the Internet, on social media websites like Facebook, Twitter, Instagram and SnapChat, and on instant messaging apps like WhatsApp and BBM.

When I am online – using my own computer or phone, or a School computer - I promise to follow these rules:

- 1.1. I will not give my name, address, telephone number, or the name, address or telephone number of my school or parents, to anyone I meet online.
- 1.2. I will not fill out any form online without asking my parents or teacher first.
- 1.3. I understand that some people online pretend to be someone else. Sometimes they pretend to be kids, when they're really grown-ups.
- 1.4. I will tell my parents or teacher about any new people I meet online.
- 1.5. I will not buy or order anything online without asking my parents.
- 1.6. I will not get into arguments or fights online. If someone tries to start an argument or fight with me, I won't answer him or her and will tell my parents or teacher.
- 1.7. I will not bully anyone. I understand that what I say and do online can be very hurtful.
- 1.8. If I see something I do not like or that I know my parents don't want me to see, I will click on the back button or log off and tell my parents or teacher.
- 1.9. If I see people doing things or saying things to other kids online that I know they're not supposed to do or say, I will tell my parents or teacher.
- 1.10. I won't keep online secrets from my parents.
- 1.11. If someone sends me any pictures, videos or messages using bad language, I will tell my parents or teacher.
- 1.12. I will not send any pictures, videos or messages that are not meant for children. If someone asks me to send them any pornographic material, or if someone sends me any pornographic material, I will tell my parents or teacher.
- 1.13. If someone asks me to do something I am not supposed to do, I will tell my parents or teacher.
- 1.14. I will not message, email, phone or meet anyone I met online unless my parents say it is okay.
- 1.15. I will not use something I found online and pretend it's mine. I will cite all material that I access through the internet, and if I am not sure how to do this I will ask teachers and IT staff who will be able to help me to do this.
- 1.16. I will not violate copyright by storing, downloading, viewing or listening to music, movies or TV series on any computer or memory stick. If any of these files are found on school computers they will be deleted without notification, and there will be disciplinary consequences.
- 1.17. I won't say bad things about people or use bad language online.
- 1.18. I know that my parents and teachers want to make sure I'm safe online, and I will listen to them when they ask me not to do something.
- 1.19. I will help teach my parents more about computers and the Internet.



- 1.20. I will practise safe computing, and check for viruses whenever I borrow a disk from someone (even if they are a friend or member of my family) or download something from the Internet.
- 1.21. When I am online, I will never pretend to be someone else.

2. RULES FOR USING SCHOOL COMPUTERS

I am lucky, because sometimes I get to use computers at School. I know that I may only use School computers if I follow these rules:

- 2.1. I will not use School computers to break School rules or do anything that I am not allowed to do.
- 2.2. I am allowed to use School computers during school hours to better my education. I will not use School computers for non-educational purposes, such as:
- sending personal messages or pictures;
 - looking at websites that are not relevant to my lessons;
 - going onto social media accounts;
 - going onto chat rooms;
 - watching/listening or downloading music, videos, TV series etc;
 - playing games.
- 2.3. I will not change any settings on a computer without the instruction, or permission, of a teacher.
- 2.4. I have a special username and password that lets me use School computers. I will keep this a secret and only tell it to my parents and teachers. I will not allow anyone else to use the computer while I am still logged on and I will always log off whenever I have finished on the computer.
- 2.5. I will not try to find out the password of any other user of the School network.
- 2.6. I will not copy or download anything onto the School computers until I have permission from a teacher, and am sure that it does not contain any viruses.
- 2.7. If I come across anything on a School computer that is against School rules, or that I know I am not allowed to look at, I will tell my teacher.
- 2.8. I understand that when I use a School computer, I am using the School's network. I will not attempt to avoid logging on through the School's network or try to sidestep it.
- 2.9. The School has put up controls that mean I cannot view some websites. I know that this has been done to protect me, and I will not try to get around these controls and visit websites that I am not allowed to. I will not seek out, dwell on or copy material from the internet which offers crude, obscene, violent, immoral or otherwise inappropriate material and content. I will not give details of how to access this material to other learners. If I am unsure as to whether something is inappropriate, I will think if my parents and teachers would want me to be looking at this content. If they would not, then I will press "back" or close the window and not visit the site/platform again.
- 2.10. I understand that what I say and do when using School computers is not private. The School can see everything that I do while using the School network.
- 2.11. When in the computer room I will not eat, drink or leave litter in the room. I will not behave in an unruly manner or make too much noise as this disturbs other people.

3. RULES FOR SENDING E-MAILS



- 3.1. I will always communicate appropriately and show respect for the receiver of my messages. I will not use foul or crude expressions, or say anything that is not in keeping with the content approved by the social media policy.
- 3.2. I will report people who send offensive mail.
- 3.3. I will not give out anyone else's e-mail address without that person's specific permission.

4. YOUR OWN DEVICE

If I bring my own device to school, I understand that I must obey the following rules:

- 4.1. I will treat my device like a School computer and obey all the same rules when using it.
- 4.2. I will take full responsibility for my device and keep it with me at all times. I understand that the School is not responsible for keeping my device safe.
- 4.3. I will use my real name in all communications. Impersonation, anonymity and pseudonyms are not permitted.
- 4.4. I will not use my device to cheat on assignments or tests.
- 4.5. If a teacher tells me to shut down my device or put it away, I will listen.
- 4.6. I will not store anything on my device that is illegal. I will especially not use my device to store or view any pornographic or other content that is not meant for children.
- 4.7. I may only use my device to take pictures or videos during class if my teacher says it is allowed. I am not allowed to take pictures and videos during sport or other extra-curricular activities unless given permission by a member of staff.
- 4.8. I understand that my teachers can collect and examine my device if they suspect that I have broken any rules.
- 4.9. The use of technology to support me in my education is not a right, but a privilege. I understand that if I do not obey these rules, I will no longer be able to bring my own device to school and may also face other disciplinary action.

I promise to follow these rules (Child's Signature)

I have explained to my child what these rules mean (Parent's Signature)

