



DSK Internet and Social Media Policy

The DSK enables learners and staff to explore various libraries, databases, museums and other repositories of information and to exchange personal communication by allowing access to the internet (which includes Office365, World-Wide-Web and other facilities). Some material accessible via the internet, however, can contain items that are illegal, defamatory or potentially offensive. 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 email or on social networking websites.

It is our intention to use internet resources for constructive educational goals, nevertheless, users may find ways to access other materials. Ultimately, parents and guardians of minors are responsible for setting and conveying rules that their children should follow in everyday life as well as in the digital world of the internet. At the DSK we are also involved in setting boundaries and monitoring adherence to these rules and to the school's standards of behaviour. This involves teachers, IT staff, as well as school management. We believe that the benefits to learners in using the internet for educational purposes exceed the disadvantages.

Part of our media concept, therefore, includes teaching and guiding the learners in the appropriate use of the internet. In addition, we have drawn up an *Acceptable Use Policy* which sets out the rules and conditions with which learners and staff of the DSK must comply when using the internet and other digital resources at the DSK.

Please read this policy carefully, sign it and return the attached form to the school.

The following rules apply in addition to the “Cybercrimes and Cybersecurity Bill” of the Republic of South Africa!

INTERNET ACCEPTABLE USE POLICY - EXPECTATIONS

Learners and staff are expected to demonstrate appropriate behaviour on the internet just as they are expected to in other areas of school life. It has to be kept in mind that communications on the internet are often public in nature and therefore general school rules for behaviour and communications will apply on the internet as well. The use of the internet is a privilege, not a right, and may be revoked if abused.

Learners and staff are personally responsible for their actions in accessing and utilising the school's computers, tablets and online resources. Learners and staff are expected never to access, publish, keep or send anything that they would not want their peers, parents, teachers or learners to see. In addition, the school reserves the right to bar certain sites, applications or functions of sites/applications to enable greater focus on school sanctioned activities and to help safeguarding learners and staff from inappropriate content. It is expected that users will comply with the specified standards and rules set out below.

ACCEPTABLE USES

As internet facilities are a limited resource and one which the DSK pays for, users are expected to use them primarily for:

- direct educational purposes
- constructive communication with other internet users, provided it is not antisocial in nature

UNACCEPTABLE USES

Users are not to:

- take part in the sending or re-sending of any sort of chain letters
- forward any email without the permission of the author
- use offensive language or language which may be deemed offensive (i.e. antisocial, profane, abusive, racist, sexist or impolite language) in any written or spoken communication over the internet
- attempt to access pornographic or sexually explicit material of any kind whatsoever, be it via email, the World-Wide-Web, Social Media or any other internet facility
- use any other user's Office365 or school account and thereby impersonate (and possibly incriminate) any other user
- attempt to spread viruses or any other methods of interfering in other people's accounts or the DSK's network, including any attempt to break into or hack the network
- any other antisocial behaviour, including publishing inappropriate or anonymous material

Learners or staff 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, learners and staff must regard the following:

1. All users are entitled to privacy of their work under normal circumstances and it is therefore offensive to use or attempt to use another user's account/password, regardless of the circumstances
2. Storage capacity should be used reasonably and responsibly
3. Learners and staff should never download or install or attempt to download or install any software onto computers, network drives or any other school devices, including the schools issued tablets
4. All copyright laws must be obeyed
5. Software that has been distributed by the DSK may not be copied for one's own use or that of a third party
6. Software that has not been authorized by the school, especially games, may not be installed or run within the school's network
7. Learners and staff may not use any account other than their own. Every user is fully responsible for their accounts and any violations of any part of this policy can be traced to an individual account name will be treated as the sole responsibility of the owner of that account
8. Data used for school purposes (projects, documents for lessons, etc.) should be saved on the Office365 account's OneDrive or on the Home-Drive (U:) respectively under MyDocuments
9. It is not allowed to save personal data (i.e. pictures, videos, music, etc.)
10. The school's computers and digital devices should be used with care and may not be changed or removed in any way, peculiarities or deficiencies have to be reported to IT or the system administrator immediately
11. The management of the DSK have the right to investigate any user's email / electronic information who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy
12. IT reserves the right to delete data that does not comply with the above mentioned specifications

LAPTOP / TABLET ACCEPTABLE USE POLICY - GENERAL

The laptops / tablets are a learning instrument and their basic purpose is educational. Anything that enhances their educational potential is to be encouraged; anything that hinders their educational potential is to be prevented.

As educational school tools, the notion of privacy will be treated as secondary to the achievement of the school's educational purposes. Accordingly, if there is suspicion that a learner is using his or her digital device inappropriately, teachers will be entitled, and expected, to intervene and inspect the contents of the device in order to determine whether the device has been or is being used for a purpose contradicting school policy (i.e. the storage of illegal music files, pornography, antisocial material, hacking material or other offensive material).

IN CLASSROOMS

- Learners should only connect to the network when asked to do so by their teachers.
- Learners should not listen to music without permission from the teacher while working.
- Learners may not use email or social media facilities during class time unless instructed to by their teachers.
- Learners should not display screen savers/backgrounds which are inappropriate or noisy.
- Learners may not play games on their devices during class time unless it is part of a class activity and asked to be used by the teacher.
- Learners should respect that the internet and the school's WIFI is a shared resource and they should therefore be reasonable about what they download.

PRINTING ON SCHOOL PRINTERS

The school provides printing facilities as part of the school's network in the library for learners, the staffroom for teachers, management and administration for teachers and staff. The machines are able to print, photocopy and scan.

Learners and staff are required to enter their user passcode to use the printing facilities and are responsible for ensuring that their passcodes are secure and are not shared.

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

- Learners should only print, scan or photocopy during class time if instructed to do so by their teachers. Learners and staff are encouraged to make every effort to minimise printing.
- The school uses a counting system for printing and the amount of prints for every account is monitored. Learners pay for their prints. Every user is encouraged to print reasonably and responsibly and keep the environmental policies and goals of the school in mind when using these resources. This is especially to be taken into consideration for colour printing or copying.

PARENT PERMISSION FORM AND LEARNERS AGREEMENT

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PARENT/GUARDIAN

As a parent/guardian of a learner at the DSK, I have read the *Acceptable use Policy* and information about the appropriate use of digital devices at the school and I understand this agreement will be kept on file at the school. In addition, by signing this documents I understand that as contemplated under section 5 of the *Regulation of Interception of Communications and Provision of Communication-Related Information Act (Act 70 of 2017)* that DSK authorities should be entitled to intercept and monitor the content of any internet usage, email messages, laptop or tablet content or other communications sent or received over the DSK's digital facilities in order to monitor and ensure compliance with these terms of use.

Parent/Guardian, Name (print): _____

Parent/Guardian, Signature: _____

Date: _____

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LEARNER

As a user of the school network, I agree to comply with the terms and rules of the *Acceptable use Policy* and to use the Internet in a constructive manner. I understand and accept that any violation of these rules and regulations will result in loss of network and/or internet privileges, and punishment through the school's disciplinary system. In addition, by signing this documents I hereby give my consent as contemplated under section 5 of the *Regulation of Interception of Communications and Provision of Communication-Related Information Act (Act 70 of 2017)* that DSK authorities should be entitled to intercept and monitor the content of any internet usage, email messages, laptop or tablet content or other communications sent or received over the DSK's digital facilities in order to monitor and ensure compliance with these terms of use.

Learner, Name (print): _____

Learner, Signature: _____

Date: _____

TEACHER/STAFF PERMISSION FORM AND AGREEMENT

As a user of the school network, I agree to comply with the terms and rules of the *Acceptable use Policy* and to use the internet in a constructive manner. I understand and accept that any violation of these rules and regulations will result in punishment through the school's disciplinary system. In addition, by signing this document I hereby give my consent as contemplated under section 5 of the *Regulation of Interception of Communications and Provision of Communication-Related Information Act (Act 70 of 2017)* that DSK authorities should be entitled to intercept and monitor the content of any Internet usage, email messages, laptop or tablet content or other communications sent or received over the DSK's digital facilities in order to monitor and ensure compliance with these terms of use.

Name, (print): _____

Signature: _____

Date: _____