

# COMPUTER AND INTERNET ACCEPTABLE USE POLICY

## INTERNET

### ACCEPTABLE USE:

Norman Henshilwood High School network and Internet access is to be used in a responsible and legal manner. Learners are expected to use the Internet for the following purposes:

- ♦ Direct educational purposes
- ♦ Accessing information for private interests and hobbies
- ♦ Constructive communication with other Internet users

### UNACCEPTABLE USE:

#### Personal Safety

- ♦ You will not post personal contact information about yourself or other people.
- ♦ You will not agree to meet anyone you have met online without your parent's approval.
- ♦ You will promptly disclose to your teacher any message you have received that is inappropriate or makes you feel uncomfortable. You will not show or send this message to another learner.

#### Illegal Activities and System Security

- ♦ You will not attempt to gain unauthorised access to the Internet or any other computer system through the NHHS network.
- ♦ You will not use any other learner's account or access any other learner's files.
- ♦ You will not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- ♦ You will not give your password to another person.

#### Inappropriate Language – for public or private messages

- ♦ You will not use any obscene, profane, lewd, vulgar, inflammatory, threatening, racist, sexist, impolite or disrespectful language.
- ♦ You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- ♦ You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by another person to stop sending messages to him or her, you must stop.

#### Respect for Privacy

- ♦ You will not forward a message that was sent to you privately without the permission of the person who sent you the message.
- ♦ You will not post information of any nature about another person.

#### Inappropriate Access to material

- ♦ You will not use the Internet to access material that is profane, obscene or sexually explicit (pornography), or that advocates violence or discrimination towards other people.
- ♦ If you mistakenly access inappropriate information, you must immediately tell your teacher.

#### Plagiarism and Copyright infringement

- ♦ You will not plagiarise works that you find on the Internet. Plagiarism is taking the ideas that you find on the Internet and presenting them as if they were yours.
- ♦ You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce work that is protected by a copyright.

### Respecting Resource Limits

- ♦ You may not download any file/music file or programme from the Internet without the permission of an ITC Staff Member (Mr Slater or Mr Hartle) or without the permission of the teacher in charge of the Computer Room (Mr Nieuwenhoudt).
- ♦ You will not post chain letters or engage in spamming. Spamming is sending a message to a large number of people.
- ♦ You may not send any e-mail to the global list of learners and staff at NHHS.
- ♦ You will not participate in CHAT, Listservs, Bulletin Boards, Telnet, SMS or similar activities without staff permission.
- ♦ The Internet is not to be used for playing games.
- ♦ Storage capacity is at a premium and pupils are to conserve space by deleting unnecessary e-mail or other material which takes up excessive storage space.

## COMPUTER LABORATORY

### ACCEPTABLE USE

Computers at Norman Henshilwood High School are specifically for educational purposes. The equipment represents a great financial investment. Learners are expected to respect the staff and unruly behaviour will not be tolerated.

When in the Computer Labs, learners must:

- ♦ only use the internet when asked to do so by their teachers.
- ♦ not listen to music files without permission from the teacher.
- ♦ not use e-mail facilities during lesson time unless instructed to by their teachers.
- ♦ not change screen savers / backgrounds or change settings on any machines.
- ♦ not play games on their computers during lesson time unless the games are part of the teaching programme and have been required by the teacher as class activity.
- ♦ not eat or drink in the computer labs or bring any form of food or liquid into the labs.
- ♦ not use or ask to use computers in a Lab when a lesson, other than their own, is in progress.
- ♦ only print a document once payment has been made to the ITC staff or to the Teacher-In-Charge.

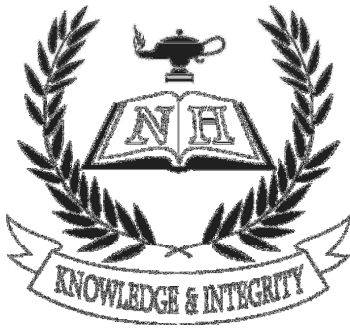
### GENERAL

The use of the Computers and the Internet is a privilege and not a right, and may be revoked if abused. Each learner has full responsibility for her account and anything that is sent from or stored in that account. The learners are expected never to access, keep or send anything that they would not like their parents or teachers to see. Accordingly, if a teacher suspects that a learner is using a machine for purposes other than educational during school time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy. The Principal (or her appointed delegate) has the right to investigate the e-mail and account of any learner who is suspected of transgressing the rules or the spirit of this Acceptable Use Policy.

*Consequences of violating the Acceptable Use Policy:*

- ♦ Suspension of computer access
- ♦ Revocation of computer access
- ♦ Suspension of Internet access
- ♦ Revocation of Internet access
- ♦ Other disciplinary action by the school and School Governing Body
- ♦ Legal action and prosecution by the authorities.

Please sign the Computer and Internet Acceptable Use Policy Agreement



# *PARENT PERMISSION FORM And LEARNER AGREEMENT*

## **PARENT/GUARDIAN**

As a parent/guardian of a learner at Norman Henshilwood High School, I have read the "Acceptable Use Policy" and information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. I understand that it may be necessary to change the terms and conditions of the AUP, and that I will be informed in writing of any changes.

Parent/Guardian Name (print) : \_\_\_\_\_

Parent/Guardian Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## **LEARNER**

As a user of the school computer 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 Code of Conduct. 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 2002) that Norman Henshilwood High School authorities should be entitled to intercept and monitor the content of any Internet usage, email messages, home space content or other communications sent or received via Norman Henshilwood High School's computer facilities in order to monitor and ensure compliance with these terms of use. I also understand that contravening any part of this AUP could result in the loss of my access to the network.

Learner's Name (print) : \_\_\_\_\_

Learner's Signature : \_\_\_\_\_ Date: \_\_\_\_\_