Rustenburg Girls' High School

Acceptable Use Policy

Revised December 2015

The Computer Network: Terms and Conditions of Use Agreement

Rustenburg Girls' High School (the school) actively pursues making cutting-edge technology and advanced learning aids available to students and staff. We are proud to be able to offer full-time Internet access, with e-mail, to all staff and learners. This technology enables users to access information on computers around the world and to communicate easily with other learners, educators, groups and organisations around the world, significantly expanding their knowledge base. The Internet is today's most powerful, and fastest growing, information resource and communication tool.

Acceptable Use

A. The purpose of providing Internet access at Rustenburg Girls' High School is to facilitate the availability of information for the sake of research and education, by providing access to resources, and the opportunity of collaborative research. The use of Internet accounts provided by the school must be consistent with these objectives.

B. Transmission of any material in violation of any South African national or provincial laws or regulations or rules of the school is prohibited. This includes, but is not limited to, copyright material, threatening, obscene or offensive material, or material protected by trade secret.

C. Use of the school network and internet connection for commercial activities is not acceptable. Product advertisement and political lobbying are also prohibited

D. No Learner may attempt to gain unauthorized access to the school's Internet connection or to any other computer system through the school Internet link or go beyond your authorized access. This includes attempting to log in through another person's account or access other person's files. These actions are illegal, even if only for the purposes of "browsing".

Plagiarism will be dealt with in accordance with the Rustenburg High School for Girls' Code of Conduct *(Reference: School Assessment Policy)*

Privilege
The network has ***not*** been established as a public access service or a public forum. The school reserves the right to place reasonable restrictions on material/software accessed or material/software published through the system.

The use of the network is a **privilege**, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Rustenburg Girls' High School, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by the account holder or user.

Monitoring
Rustenburg Girls' High School reserves the right to review material held on user accounts and to monitor file server space in order to determine whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, the school will respect the privacy of the user accounts at all times. The school reserves the right to assign, withdraw or adjust quotas or bandwidth limits to manage the functional provision of access.

Security
    A. Security on any computer system is a high priority, especially when the system involves many users. Users must never divulge their password, user code, pin or passphrase or in any way allow others access to their account. Users must also protect their passwords, etc. to ensure system security and their own privilege and ability to continue to use the system.
    B. Users may not use the accounts of other users even with their express permission.
    C. Users are not allowed to gain unauthorised access to the schools systems, user accounts, restricted areas, files and folder, or circumvent the firewall or other security systems that restricts access or controls access to the computers, network and services. Unauthorised access including any attempt to use the Administrator account will result in cancellation of user privileges.
    D. Mobile devices and laptops are deemed to be personal devices and not under the control of the school. Any personal device connected to the network should be maintained free of malware, viruses and content not acceptable to the school.

E. Peer-to-peer software, bit torrents and other sharing tools are not to be connected to the network nor may systems be used to avoid the policies and controls of the network.

Vandalism and Harassment
    A. Vandalism and harassment will result in disciplinary action and the possible cancellation of user privileges.
    B. Vandalism is defined as any malicious attempt to harm, modify, or destroy data of the school or another user. This includes, but is not limited to, the transferring or creating of computer viruses.
    C. Harassment is defined as the persistent annoyance of another user, or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

Copyright Violation
Copyright is the exclusive right of the creator of a work to copy, change, present or reproduce a work through any means. Anyone who does any of these things without the permission of the author or designated agent infringes copyright and is engaging in an illegal activity.

Learners may not download, view or store copyrighted material while using the school network or computers or by using the school's internet connection.

Should content that is not of the users own design and efforts be included in any works, these should always be referenced suitably to meet the obligations held in the Copyright Act 98 of 1978.

Social Networking and Web 2.0
Social Networking/Web 2.0 sites are those that allow users to publish digital information quickly and easily and make it available to other internet users. This includes applications like forums, blogs and wikis such as Twitter, Bebo or Facebook. As a general guide, it is any website that allows the publishing of information which is not immediately removed when the user leaves the site.

Learners and parents need to be aware that publishing text, images or video via social networking places it in the public domain and that, even after it has been deleted by you, it may still be able to be accessed by others. Careful consideration must be given to any information published online and the following guidelines may be useful:

    A. Never publish your contact details on a publicly accessible service.
    B. Exercise great caution when publishing other personal details such as name, gender, age, etc.

C. Understand that you are an ambassador for the school in all online activities. Material published on social networking websites should not reflect negatively on fellow learners, educators, or on the school. You will be held responsible for how you represent yourself and your school on the Internet.
D. Don't publish anything that could cause you future embarrassment.

Just as a real life relationship between a member of staff and a pupil would be inappropriate, online relationships (e.g. Facebook friends) between members of staff and current Rustenburg pupils are not permitted. Access to social networking sites will be blocked during school hours, unless specifically requested by an educator for a class activity.

Encounter of Controversial Material
Users may encounter material which is controversial and which users, 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. Although the school takes precautionary measures to impede students' ability to access controversial material, it is impossible to provide full protection for users from all material which may be considered inappropriate or offensive, and an industrious user may find such material. It is the user's responsibility 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 to filter access to content by the school shall not be deemed to impose any duty on the School to regulate the content of material on the Internet. Should an encounter be cause for concern, this should be reported to the relevant authorities such as the ICT Manager or Life Orientation Teacher who may offer assistance and support.

School Website
Rustenburg Girls' High School will use the school website (www.rghs.org.za) to reflect the activities and spirit of the school. To this end, anyone that is linked to the school could have their digital photographs displayed on the website. Any member of the Rustenburg High School community who does not want their daughter's photograph displayed on the school website must inform the school, in writing, to this effect. This correspondence must be handed in to the Reception office and should clearly indicate the name of the person whose photograph should not be displayed on the school website.

Websites or social media accounts that are directly linked to the school or operated in the name of the school may not be created without approval in advance from the school's Marketing Office. Permissions or access to the site should also allow for designated access or administrator status for the school to support the site. A link to and from our school page is essential for it to be an

official site. Sites or accounts created without approval may, if not approved, be closed or taken down.

Warranties
Rustenburg Girls' High School makes no warranties of any kind, whether express or implied, for the service it is providing. The school will not be responsible for any damages a user suffers through the use of these services. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school, its service provider or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information might be.

While every effort is made to maintain and sustain the quality and reliable level of access, the service is offered on a best effort basis. Any adoption of alternative technologies or services should be observed in the same light.

RUSTENBURG HIGH SCHOOL FOR GIRLS ACCEPTABLE USE POLICY

Student

I understand and will abide by the terms and conditions of this Acceptable Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my privileges may be revoked, disciplinary action may be taken and/or appropriate legal action may be instituted.

_____
Student name *(Please print)*

_____   _____
Student signature   Date

Parent or Guardian

As the parent or guardian of this student, my daughter and I have read, understood and discussed, where necessary, this Acceptable Use Policy. I understand that this access is for educational purposes and the expectations placed upon my daughter as well as the possible consequences. I also recognize that it is impossible for Rustenburg Girls' High School to completely prevent access to controversial materials and will not hold the School, or any of its personnel, responsible for materials acquired on the network. I hereby give my permission to allow my child access to the Internet via the school network.

_____
Parent or Guardian name (*Please print*)

_____   _____
Parent or Guardian signature   Date