



The Rock Academy Christian School

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PROVERBS 22:6 TRAIN UP A CHILD IN THE WAY HE SHOULD GO AND WHEN HE IS OLD HE WILL NOT DEPART FROM IT

= I.C.T. CENTRE = ACCEPTABLE USE POLICY

The Rock Academy is proud to be able to offer all pupils access to our ICT Centre. Each pupil will have an hour lesson a week with access to the Internet. As is the norm in institutions that offer computer facilities, we have an *Acceptable Use Policy* that will outline the conditions under which your child may use the computers and have access to the Internet.

I will be giving them an indepth talk about online safety and online etiquette. However, please go through this carefully with them as well, ensuring that they understand it, then both parent and child are required to sign it.

- ◆ Grades 1-3 will use the Internet for web based educational games and activities under the guidance of a teacher.
- ◆ On arriving in Grade 4, a school email address will be allocated to your child to enable them to create *Online User Accounts*. An online user name will be used for these accounts.

I cannot emphasise enough the need for parents to supervise all online activity and monitor what their children are doing online.

ACCEPTABLE USES:

1.1 Network users are required to look after the equipment and treat it with care and respect when they are working in the ICT Centre. *The Code of Conduct* which is explained to the children in detail include the following:

- Having clean hands
- Never telling their passwords to anybody
- Not bringing food or drink into the Centre
- No boisterous behaviour in the Centre
- Not touching someone else's computer that they are busy working on
- Ask for permission before attempting to assist a classmate.

1.2 The Centre has been established for educational purposes. Internet access is viewed as a valuable educational tool and will be used accordingly.

- 1.3 Network users will have access to the Internet for research in the ICT Centre but will only be allowed on the Internet when there is an adult in the room.
- 1.4 Network users must understand that the material they store on the network is not guaranteed to be private and that the ICT Tutor or Class teacher may review the system at any time to ensure it is being used correctly.
- 1.5 Network users are expected to take note of and adhere to the *Safety Guidelines with regard to Internet Usage* as set out at the end of this document.
- 1.6 Network users may save work being done in class in their home directories. Work may also be saved to CD's that have been bought from the ICT Tutor if they are available. **NO DISKS, REMOVABLE DRIVES or CD'S** may be brought from home and used in the ICT Centre.
- 1.7 Network users will be allowed to print their work during lessons once their project is complete. Should a child wish to print anything outside of their class work, they will need permission from the teacher and will be required to pay a small fee to cover costs of paper and ink. Occasionally students may email completed work home for their parents to see.

UNACCEPTABLE USES

- 2.1 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.
- 2.2 Network users may not log onto the network with someone else’s username. Each user is responsible for remembering their username and password and should not tell them to anybody.
- 2.3 Network users will 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.
- 2.4 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 your own]. Network users will respect the copyright laws and ask the teacher to request permission to use work/pictures from the copyright owners.
- 2.5 Network users will not use the system to access material, web sites, newsgroups or chat rooms, or any other site which contain material that is obscene or which advocates violence or illegal acts. If users mistakenly access inappropriate material, they should immediately advise the teacher on duty.

- 2.6 Network users will not download any large files or games from the Internet without permission from the ICT Teacher. This includes downloading of Freeware, Shareware and any other software.
- 2.7 Network users may not use vulgar, obscene or threatening language and they will not post any personal information about themselves or any other person.

SAFETY GUIDELINES FOR NETWORK USERS

- 3.1 Never give out personal information when online. This includes giving your name, address, telephone number, name of school, school address, school email address, and such like. This includes subscribing to online magazines and newsletters in which personal information is requested.
- 3.2 **Never** agree to meet anybody that you have met online without first getting your parents or guardians approval. This should not occur because users **may not** enter into any correspondence with any strangers via email or online communication, unless under direct supervision on an educational site for educational purposes during a lesson.
- 3.3 Any message or email that you receive which makes you feel uncomfortable or which violates this *Acceptable Use Policy*, [including emails from fellow students], should be disclosed to your teacher immediately.
- 3.4 Parents should make their children aware of any other material that they feel would be inappropriate for them to access.

DISCIPLINARY ACTION

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 child are required to sign and we request that you go through it very carefully with your child/ren. It will be kept on file for the duration of your child's years at The Rock Academy.

By signing this document you will also give your child access to the Internet although this can be reversed at any stage should you feel it necessary.

The school also reserves the right to remove your child's internet rights should he/she be found to be disobeying the *Acceptable Use Policy*.

The Staff will take all the necessary precautions to ensure the safe use of the ICT Centre and cannot be held responsible if the *Acceptable Use Policy* is disregarded by any learner.



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Please detach this page and send it back to school.

This document is to be signed by both parent **and** child. Each child is required to return this form to school and it is to be handed to their class teacher who will forward it to the ICT Tutor. **No Internet access will be allowed until this form is returned.**

PARENT PERMISSION

- ◆ I have read, and understood the *Acceptable Use Policy* of *The Rock Academy's* ICT Centre and explained it to my child
- ◆ I have understood and agree to abide by the rules and statements of said Policy.
- ◆ I give my child permission to use the Internet facilities under supervision and to be registered for online Educational events such as, but not limited to, World Maths/ Spelling/Science Day.
- ◆ I give permission for my child's work/photo's /movies to be published online and the link shared on *The Rock Academy Blog / Facebook / Grade Wiki's*.
- ◆ I give permission for my child to use their assumed User Name in online activities under supervision of their teacher.

I understand that every effort will be made to keep the children safe online, and I indemnify the Staff of *The Rock Academy* against any online incidents that arise due to negligence or irresponsible behaviour from my child/ren.

I understand too, that if my child is found to break any of the **Code of Conduct** as set out in the **Acceptable Use Policy**, or if they are found to be disrespectful, use bad language or disregard instructions from the Teacher present, that they will be suspended from Internet usage for a period deemed effective by said Teacher.

Parent/Guardian name: [print] _____

Parent/Guardian signature: _____ Date: _____

I, (Child's name) undertake to follow the Code of Conduct as set out in the Acceptable use Policy and will not bully, talk badly about others, give any personal details on the internet or chat to anyone online. I will, at all times, follow the instructions of the Teacher.

Pupil Name: [print] _____ Grade: _____

Pupil signature: _____ Date: _____

Thank you! We look forward to great times of learning together!