



SOMERSET HOUSE PREPARATORY SCHOOL

Information and Communication Technology (ICT)

Policy and User Agreement - (January 2010)

This policy document describes the acceptable use of the Information and Communication Technology (ICT) facilities at Somerset House

Our primary objective is to teach our children to make responsible use of information and communication technology so that it can be used to enhance their learning and life experiences. It is the responsibility of the School and the ICT Department to set clear guidelines on the appropriate use of computer rooms, computer hardware, internet, emailing and communication facilities. It is the responsibility of each user to exercise self discipline and sound judgement when utilizing this facility, wherever that may be in the school, or on the extended network.

1. The Computer Rooms

- 1.1 The ICT room will under normal circumstances be supervised during school hours from 07h45 to 16h00 from Monday to Thursday. The room will close at 13h00 on a Friday. Pupils will need permission to work on computers without supervision in other parts of the school.
- 1.2 No food or drink may be taken into the ICT Centres.
- 1.3 Under no circumstance may pupils download personal software onto the CPU's or Somerset House network.
- 1.4 Every attempt must be made to ensure that printing is not wasteful. This will be monitored by the staff, to avoid wastage and misuse of this facility.
- 1.5 Email or the use of flash drives for documents is preferable to printing.
- 1.6 Computers are to be used for research, completion of work and communication.
- 1.7 Gaming is not permitted.
- 1.8 Malicious damage to any of the school's computers, the network or any other hardware components is a serious offence.

2. Personal Profiles

- 2.1 Passwords must be kept secure for protection of personal files and folders on the network. The school administrator cannot be held responsible for documents lost due to breach of passwords or failure on the part of the user to save documents correctly.
- 2.2 The person to whom a profile is allocated is responsible for the material that is saved on, or linked to, that profile. This includes mail sent to and from the profile address. It is therefore very important that passwords are kept private and secure.

3. Use of Electronic Mail and Communication

- 3.1 The ICT department must provide secure email services and must implement controls that make misuse of Somerset House internet and email systems difficult.
- 3.2 Any received mail that is strange, threatening, offensive or makes the user feel uncomfortable must be reported to the Director of ICT as soon as possible. No reply should ever be sent to unknown people.

4. The Internet

The objective of the ICT Department is to ensure that use of the Internet is carried out in a responsible manner.

- 4.1 It must be clearly understood by all users that undesirable and offensive material is available on the internet. It must also be understood that criminal activities can be conducted using the internet. Caution must be exercised at all times and any suspicious or unwelcome communication, suggestions or invitations to communicate must be reported to the Director of ICT.
- 4.2 The use of the internet is for educational purposes only. Use of Educational games online will only be permitted for approved sites. These sites will be monitored and checked by the Director of ICT.
- 4.3 Entering, viewing or searching for undesirable or unauthorised websites is strictly prohibited. Should such a site be accessed accidentally or as a result of a "pop-up", it should be closed immediately and the teacher in charge of the lesson or person on duty notified.
- 4.4 It is the responsibility of the pupil to report any misconduct on the part of others, which may impact on them, to the Director of ICT.

5. Electronic Mail

The objective is to ensure that communication using electronic mail is carried out in a manner that does not impair the confidentiality, integrity or availability of the information.

5.1 Users must be aware of the security limitations of the electronic communication channels, and must not abuse their privileges.

5.2 Users must not abuse the email system, and must not share sensitive information over electronic mail regarding other learners and or their parents and teachers.

5.3 Users must not infringe on the rights of others over the email system and must refrain from the use of abusive, foul and malicious language or images.

5.4 They must promptly report all information security alerts, warnings, suspected vulnerabilities and suspected policy violations to the Director of ICT.

6. User Agreement

All users are required to enter into an agreement with the school before he/she can make use of the computer, internet and emailing facilities available at Somerset House. It is the responsibility of the parent to discuss the Learner Agreement in depth with their child, before the document is signed by both pupil and his/her parents. This document will be discussed at school by the ICT teacher to ensure that its contents are understood.

I the undersigned,, hereby acknowledge that I have read, understood and agree to be bound by these terms of use of the computer facilities provided by Somerset House School. I understand that this document will be considered binding until replaced by an updated document or until the child leaves the school.

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 Somerset House School be entitled to intercept and monitor the content of any Internet usage and email messages or other communications sent or received over Somerset House School's computer facilities in order to monitor and ensure compliance with these terms of use."

Date.....

Full Name:
(Pupil)

Signature:

Full Name
(Parent or Legal Guardian)

Signature:

Date

Signed

	I hereby re-commit myself to the content of this policy document.	
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