



# CHRISTIAN BROTHERS' COLLEGE MOUNT EDMUND

## ACCEPTABLE IT USE POLICY

**TABLE OF CONTENTS**

1. INTRODUCTION ..... 3

2. PURPOSE ..... 3

3. GUIDING PRINCIPLES ..... 3

4. ACCEPTABLE IT USE ..... 4

5. UNACCEPTABLE IT USE ..... 4

6. RESPECT YOURSELF ..... 5

7. PROTECT YOURSELF ..... 5

8. RESPECT OTHERS ..... 6

9. PROTECT OTHERS ..... 7

10. RESPECT INTELLECTUAL PROPERTY ..... 7

11. PROTECT INTELLECTUAL PROPERTY ..... 7

12. RESPECT RESOURCES ..... 7

13. PROTECT RESOURCES ..... 8

14. RESPECT ASSETS ..... 8

15. PROTECT ASSETS ..... 9

17. A FINAL NOTE ..... 9

## 1. INTRODUCTION

CBC MOUNT EDMUND's aim is for learners and staff alike to use technology to enhance teaching and learning. Technology aids in creative problem solving, and collaboration in today's world. While we want users to be active in today's connected world, we also want them to be safe, legal, and responsible.

While IT, the Internet and social media create numerous new opportunities, they also create many new challenges and risks that the college could face. To manage this risk, the use of all IT facilities provided by CBC Mount Edmund must be consistent with this policy.

Learners, teachers, staff and any IT users are responsible for good behaviour on the Internet just as they are in a classroom or a corridor. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

This document forms part of the **BYOD Policy and Agreement** and related documents, and applies to the use of information, electronic and computing devices, and network resources within CBC MOUNT EDMUND; or interaction with a third party.

## 2. PURPOSE

This document serves to:

- 2.1. Guide the staff and learners of CBC MOUNT EDMUND to work safely and responsibly with the Internet and other IT technologies and devices. This document is by no means exhaustive but serves to assist in providing information should a user have a specific query on IT usage.
- 2.2. Ensure safer IT working practice.
- 2.3. Guide any users, including staff or other adults who work with learners of the college within the IT environment.
- 2.4. Ensure that all staff, learners, and parents understand and agree with the approach taken to IT.
- 2.5. Promote the effective use of IT for staff and learners at the college.
- 2.6. Give a clear message that disciplinary or legal actions will be taken in the event of transgressions of the IT policies and guidelines.
- 2.7. Any exception to the policy must be approved in writing by the College Principal in advance.

## 3. GUIDING PRINCIPLES

- 3.1. The college and the management reserve the right to make professional judgments in situations not covered by this policy.
- 3.2. It is understood that the college is not responsible for monitoring or controlling the data, e-mail or other communications of individuals utilizing the network; but network administrators have the right to review files and communication as they see fit, to maintain system integrity and responsible use. In other words, files on the college's server are not to be regarded as private.
- 3.3. The college will only intervene in out-of-school activities if it is in the best interest of the learner or if the learner's behavior brings the college's name into disrepute.
- 3.4. All IT users are expected to exhibit responsible IT user citizenship.
- 3.5. The policy covers end-user IT groups, as well as free-standing devices which are autonomous.
- 3.6. Respect yourself: Consider images and information that you post online.

- 3.7. Protect yourself: Do not publish your personal detail, contact detail or schedule of activities.
- 3.8. Respect others: Do not use technology to bully or tease other people.
- 3.9. Protect others: Report misuse and abuse. Do not forward inappropriate information.
- 3.10. Respect intellectual property: Suitably cite any use of websites, books, media, etc.
- 3.11. Protect intellectual property: Appropriately request the use of software and media that others produce.
- 3.12. Respect resources: Do not affect security breaches or disrupt network communication but use the Internet and email for study or for college authorized/supervised activities, but always for educational purposes.
- 3.13. Protect resources: Ensure proper security and access measures are in place.
- 3.14. Respect assets: Take responsibility for looking after your own and the college's IT devices, make sure you look after your own laptop or tablet, always keep it safe.
- 3.15. Protect assets: Ensure that you take precaution with your and the college's IT devices. This applies to passwords, backups, virus protection and physical location.
- 3.16. The use of any device or IT facilities may not in any form violate any South-African legislation or regulations. Users will comply with the college's standards and will be held liable to the agreements they have signed. These guidelines have been established to avoid disagreements and any potential litigation.

#### 4. ACCEPTABLE IT USE

- 4.1. All users are responsible for exercising good judgment regarding appropriate use of IT devices and information, and network resources in accordance with any South-African legislation or regulations. Users are to comply with college standards and honour the agreements they have signed.
- 4.2. CBC MOUNT EDMUND's network is to be used in a responsible and legal manner. Users are expected to use the Internet for the following purposes:
  - Educational purposes; and
  - Constructive communication with other Internet users.
- 4.3. Users should regard participation in online media as an extension of their classrooms or college grounds and anything which is permitted in a formal classroom is acceptable online, and anything which would be unacceptable in a classroom should also be unacceptable online.

#### 5. UNACCEPTABLE IT USE

- 5.1. Violation of the IT policy and guidelines will be dealt with according to the guidelines in the **Code of Conduct and Disciplinary Procedure** and may result in the loss of access to the network as well as disciplinary or legal action.
- 5.2. Where users are associated with the college and are engaged in an inappropriate fashion, the college can intervene to prevent reputational damage to the college. Such abuse of the media could result in disciplinary action.
- 5.3. Parents must accept their roles in managing the private activities of their children. They should not expect the college to police the private and out of college IT and Internet activities of learners of the college; but the college might choose to intervene in such situations, if it is in the best interests of the learner and/or the college to do so.

## 6. RESPECT YOURSELF

- 6.1. Users are expected to demonstrate appropriate and responsible behaviour at school and outside of school when using their IT devices.
- 6.2. Remember that the use of social media in schoolwork (either in classrooms or outside) is an extension of the classroom and anything that is acceptable in class is acceptable online and anything that is unacceptable in class is unacceptable online. Social media is a public platform and the rules of society count on social media, just as in real life.
- 6.3. How you represent yourself online is an extension of yourself. You create your own online image, ensure that it is in line with how you want other people to see you. Do not misrepresent yourself by using someone else's identity or create a fictional persona.
- 6.4. Be responsible for whatever you write. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- 6.5. Ensure that appropriate and proper grammar and punctuation are applied when writing anything for online posting. Be professional.
- 6.6. Do not try and hide your identity when sending emails or using any other IT facilities.
- 6.7. Privacy on the college internet
  - 6.7.1. Files stored on college computers are not private. The college has the right to inspect, copy or review any information stored on the server.
  - 6.7.2. Do not send any private information that you would not want to be made public.

## 7. PROTECT YOURSELF

- 7.1. Be careful of what you post online as it is an extension of yourself. Social media is by its very nature public, and information can be shared with other people via their friends and/or contacts. Take appropriate care when using social media.
- 7.2. Ensure that you have adequate profile security and privacy settings.
- 7.3. Do not post any confidential information about yourself, the college, teachers, students, or any other member of the community on social media platforms.
- 7.4. Never tell anyone you meet on the internet your home address, your telephone number, any details about the college, or send them your picture. Be cautious about providing any personal details to anyone that you do not know face to face.
- 7.5. Do not agree to meet anyone you have met online, without your parent's approval.
- 7.6. If you are the recipient of any cyber bullying or abuse, keep a record of this, and report it to your register teacher.
- 7.7. If you have received a message that is inappropriate or makes you feel uncomfortable, disclose this to your register teacher. Do not forward this message or spread it in any way to the community.
- 7.8. Teachers and learners who are still at college should not befriend one another on Facebook or other social media, except in the case of a site specifically set up for professional purposes. Staff should not befriend ex-learners where siblings continue to attend the school. Instances can occur where the teacher and learner are part of the same social circle and this needs to be communicated to the Grade Head.

**7.9.** Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy information and software on the computers.

**7.10.** Ensure that communication takes place within clear and explicit professional boundaries.

**7.11.** Staff are to use their college e-mail address and not their private e-mail address for all official communication.

**7.12. PASSWORDS**

7.12.1. Passwords and/or other access detail are to be kept confidential and used only by the user to whom they belong.

7.12.2. The use of a “lock password” is compulsory.

7.12.3. Create a strong password that consist of a combination of upper and lowercase letters, numbers, and symbols.

7.12.4. Change your password regularly.

7.12.5. If you suspect that your password has been hacked, change it immediately.

7.12.6. Contact IT on how to change your password.

**8. RESPECT OTHERS**

**8.1.** Adhere to the values and ethos of the college, especially in situations where you may be associated with the college.

**8.2.** Understand that you are an ambassador of the college in all online activities. Material published on social networking websites should not reflect negatively on other learners, educators, or on CBC MOUNT EDMUND. You will be held responsible for how you represent yourself and your college on the internet.

**8.3.** Do not post any confidential information about other people, the college, colleagues, learners, or any other member of the community.

**8.4.** Do not post any false information about other people, the college, colleagues, learners, or any other member of the community.

**8.5.** Do not abuse confidential or any privileged information accessed through private social networking media.

**8.6.** Staff, parents, or learners should not abuse any privileged or confidential information they might have access to in any way in private social networking media.

**8.7.** Do not forward a message that was sent to you privately without the permission of the person who sent you the message. You may not use any other user’s account or access any other user’s files.

**8.8.** Do not record teachers or any adult without their permission.

**8.9.** Do not engage in cyber bullying, insulting, racial or sexual language, derogatory or offensive comment as this is unacceptable and not in line with CBC MOUNT EDMUND values and norms.

**8.10.** Do not post inappropriate material (e.g., pornography) as it will lead to disciplinary action.

**8.11.** Post what you want your teachers, colleagues, fellow learners and parents to see.

**8.12.** Do not discuss other learners, teachers, or staff on social media.

**8.13.** Should you not agree with the college about a particular matter, do not criticize the college and its policies on public forum, but instead use the college's formal channels for this.

**8.14.** Where there is a possibility that you may be associated with the college, you should act in a manner which is consistent with the general philosophies and values of the college and does not bring the college into disrepute.

### **8.15. IN THE CLASSROOM**

8.15.1. All devices are to be used for educational purposes only during lesson time.

8.15.2. The device may not be used to communicate with each other; type emails or play games on during lesson time.

8.15.3. Sound must be always muted.

8.15.4. Listening to music during class is not permitted unless it has been allowed by the teacher.

8.15.5. Device malfunction is not an acceptable excuse for not submitting work.

8.15.6. It is the user's responsibility to ensure that devices are charged and ready for use in the classroom.

## **9. PROTECT OTHERS**

**9.1.** Users must understand that the college filters and restricts access to certain sites and data that is deemed either private to certain groups, or inappropriate or illegal material.

**9.2.** If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, report this to your register teacher right away. In the case of staff, these reports should be made to the line manager.

**9.3.** If any person inadvertently accesses any website containing offensive material such person must immediately report this to IT Department, so that the site can be blocked.

**9.4.** If you are aware that someone that you know is being continuously harassed via any IT facilities, report this to the register teacher, or staff to the relevant line manager.

## **10. RESPECT INTELLECTUAL PROPERTY**

**10.1.** Do your own work, don't be guilty of plagiarism. Plagiarism is using someone else's ideas or words as your own. This goes for graphics, poems, photographs, music, or text. Give credit where due for any use in assignments or other documents.

## **11. PROTECT INTELLECTUAL PROPERTY**

**11.1.** Ensure that the correct approval has been obtained before downloading or copying any material.

**11.2.** If you become aware of any attempt or use of others' intellectual property, report this to your register teacher.

## **12. RESPECT RESOURCES**

### **12.1. Restricted Online access.**

12.1.1. Users are prohibited from attempting to access any IT facilities, software, or data which they have not been authorized to use.

12.1.2. Users may not modify computer files, folders, or settings on any of the college's IT facilities, without proper written permission.

12.1.3. You may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

12.1.4. Accessing or intentionally destroying software or licensed software in a computer facility without the permission of the owner of such software or licensed software or the controlling authority of the facility, is deemed inappropriate.

## **12.2. Internet Usage**

12.2.1. The Internet should only be used for study or for school authorized/supervised activities.

12.2.2. Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, or abusive.

12.2.3. Do not engage in 'chat' activities over the Internet or use the Internet to play games. This takes up valuable resources which could be used by others to benefit their studies.

12.2.4. Learners are not permitted to use the college Internet to access social media such as Facebook, TikTok, Instagram etc....

12.2.5. Do not intentionally waste resources by storing large amounts of data on the network; or by downloading large amounts of data, music, apps or similar.

12.2.6. Use of the college computing network is not for commercial or excessive private purposes.

## **12.3. School Email, database, and advertising**

12.3.1. You will not post chain letters or engage in spamming. Spamming is sending a message to many people.

12.3.2. The college email database is not to be used by any user without explicit approval by the College's Marketing Department.

12.3.3. Any promotional material must be submitted to Marketing for approval, prior to publication.

12.3.4. Promotions may be posted on the college Facebook page only once approved by the College Marketing Department.

12.3.5. Other IT facilities such as Communicator, may only be utilized for promotions once written approval has been obtained from the HOD and the college's Marketing Department.

12.3.6. Postings must be kept legal, ethical, respectful, and as brief as possible.

## **13. PROTECT RESOURCES**

13.1. If you become aware of any attempt or abuse of resources, report this to your register teacher.

## **14. RESPECT ASSETS**

14.1. Damaging any computer equipment is not permitted.

14.2. No food or drink is to be placed on or near any computer devices.

14.3. No smoking is permitted near any hardware device.

14.4. Do not subject the device to direct sunlight, extreme heat or cold.

14.5. Do not drop the device; or drop anything heavy onto the device.

14.6. Keep the device away from all magnets.



- 14.7. Users are responsible for keeping their device up-to-date and secure.
- 14.8. Users are responsible to charge, backup and update their devices.
- 14.9. Users are responsible to have any broken devices fixed. This is not the responsibility of the college, unless it was bought through the college or by the college, then the IT Department will advise the way forward.
- 14.10. Do not make unauthorized copies of licensed software.
- 14.11. Do not load unauthorized software onto computer facilities.

## 15. PROTECT ASSETS

- 15.1. Access to the college's computer lab will only be during college hours.
- 15.2. Immediately report any damage or faults involving equipment or software, however this may have happened.
- 15.3. No hardware or software owned by the college may be removed from the school premises without written permission.
- 15.4. Vandalism is defined as any malicious attempt to harm, modify, or destroy equipment or data of the college or another user. This includes, but is not limited to, the transferring or creating of computer viruses. Any malicious use of any IT equipment will be treated as a violation of this policy, and appropriate action taken.
- 15.5. Users bring their own property to the college at their own risk and are responsible to always look after their own devices.
- 15.6. It is mandatory that all devices accessing the college network have the latest version of the college approved anti-virus software installed. ESET is the anti-virus software of choice at CBC MOUNT EDMUND.
- 15.7. The user must ensure that they do regular backups of their device and any locally installed applications or data.
- 15.8. Parents/guardian or owners of devices are responsible for obtaining adequate insurance for any device brought onto the college property.

## 16. LAPTOP/ TABLET MINIMUM SPECIFICATION.

### High School

The laptop and model required at CBC Mount Edmund is provided as part of the stationery and booklists issued annually.

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### Primary School (Grade 4-7)

The tablet and model used at CBC Mount Edmund is provided as part of the stationery and booklists issued annually. The minimum specification must be met.

## 17. A FINAL NOTE

The use of any device or IT facilities may not in any form violate any South-African legislation or regulations. Users are to comply with the school standards and honor the policies of the school. By using CBC MOUNT EDMUND IT facilities, the user automatically agrees to have read and understood the above and agrees to use the college IT systems (both in and out of college) and their own devices (at the college and when carrying out communications related to the college) within these guidelines.