



## **PART A: Acceptable Use Policy for Student use of the Information and Communication Technology at ISCT**

### **1. Scope**

This policy covers the use of all information and communication technologies - digital and electronic devices, accounts and facilities accessible by students at the school, whether privately owned, bought at the school's behest or not, and school owned devices and services.

It includes, but is not limited to iPads, tablet PC's in general, laptops and PCs, robotic devices, cellphones, gaming devices and media players, logon and email accounts hosted by the school and third parties, and access to any third party service managed by or accessed from the school.

### **2. ISCT Responsibility**

ISCT provides various services directly and through third parties (such as Google and Apple) and will make a best effort to ensure that all services are secure and reliable to achieve the goals of the school. Additionally, the school will put in place appropriate tools to filter and manage the usage of ICT at the school, as is relevant to the various age and subject groups. However, the school cannot be held liable for any data loss or delay in communication, or the consequences thereof. All users of the school infrastructure must ensure that they have sufficient backups in place, and that communications are sent timeously to allow for delays that may occur.

The school will also endeavor to ensure that the relevant privacy of information is maintained, and that appropriate agreements are in place with third parties, but ultimately, it cannot be held accountable for any breaches that may happen at such third party providers.

### **3. General Student Responsibility**

1. The users of all facilities are accountable to keep their passwords secure and private. This account is the primary means of accountability for ICT.
2. Any attempt to by-pass or compromise the security and filtering mechanisms set up by the school will be considered a level three offense in the disciplinary code, since such an attempt would potentially enable the bypassing of all other aspects of this policy. This includes the use, or attempted use of 'cloaking proxy' sites and services.
3. Any computer facilities provided – including server storage space ("H: drives"), web pages, shared "cloud" services such as Google Drive and Dropbox, and email – are school property and not private property.
  - i These facilities are liable to be scanned and reviewed as and when the school sees fit. This includes, but is not limited to teachers retrieving work to mark, scanning for viruses or malicious software, scanning for illegal content, including sexually explicit, sexist, racist or other inflammatory or undesirable material. There is no need for material of a personal and private nature to be stored on the school's infrastructure.



- ii If material in a user's account (email, files, etc) has breached any of these rules, that user is primarily accountable. The accountability of other users will be determined on a case-by-case basis.
4. Students are advised that usage of all school information and communication infrastructure may be monitored and hence at no time should school internet and school email access be considered to be private.
5. ICT at school may only be used for educational purposes.
6. Devices may only be connected to the ISCT infrastructure (including wifi or Ethernet) by approved means and using allocated logins.
7. The use of any electronic device in class is entirely at the discretion of the teacher in charge of that specific class.
8. The school will maintain a list of sites and content that is undesirable for a given profile of students, and filter access accordingly. No attempt may be made to by-pass this filtering.
9. Whilst not exhaustive, usage that incorporates any one or more of the following activities is deemed to be undesirable and may not be engaged in:
  - i Threats;
  - ii Harassment;
  - iii Defamation;
  - iv Unsolicited chats;
  - v Chain letters;
  - vi Pyramid schemes;
  - vii Pornography;
  - viii Malicious activities (including but not limited to cracking, monitoring, denial of service attacks);
  - ix Violating any copyright;
  - x Fraudulent activities;
  - xi Transmission of privileged, confidential or secret material;
  - xii Private profit generating activities;
  - xiii Any usage that has a negative impact in terms of delivery of service, financial repercussions or loss of goodwill of the school;
  - xiv Anything that is illegal in terms of South African law;
  - xv Accessing "staff only" resources, information or software.
10. Excessive internet bandwidth or capacity usage is forbidden, and internet access may be managed and limited.



11. Meddling with, or attempting to meddle with any other users' information, including hacking, deleting or modifying information or passwords, is strictly forbidden. If someone has not logged off after using a device, the next user must log him or her off immediately.
12. Printing may only be done on instruction or with the permission of the teacher in charge.
13. Games may only be played with the specific permission of the teacher.
14. Any breach or problem is to be reported to a staff member immediately.
15. The school ICT services (both wifi or Ethernet) must not be used during break times unless sanctioned by a staff member.
16. Any posts to any social media accounts that clearly identify the school are subject to both this policy and the general school rules. Where students have used aliases on such platforms, they will be expected to cooperate with the school in dealing with any breaches of policy.

#### **4. School Computers**

These rules apply to the computer laboratory, and any computer belonging to the school. The term "lab" refers to any place where the computers are being used, including school laptops or iPads used in general classrooms.

1. No eating or drinking in the computer labs.
2. No unruly or 'physical' behaviour. This includes unnecessary moving around the lab.
3. No 'fiddling' with equipment on any device. This includes unplugging power or network cables, reconfiguring settings, resetting, hibernating, etc, without explicit permission from the teacher.

#### **5. Required iPad Programme**

This section outlines those rules specifically relevant to the students or school iPads and their use.

##### **5.1 General**

Students are expected to commit to the following:

1. taking good care of their iPad.
2. charging their iPad's battery daily.
3. know where their iPad is at all times.
4. never loan out their iPad to other individuals.
5. respect and look after school iPads and other students' iPads.
6. never leave their iPad unattended and to lock it up when outside the classroom.
7. keep food and beverages away from their iPad as they may cause damage.
8. not disassemble any part of an iPad or attempt any repairs.
9. protect their iPad by only carrying it in its protective casing.
10. use their iPad in ways that are appropriate, educational and meet International School of Cape Town expectations.



11. understand that their iPad is subject to inspection at any time without notice, and will provide any security information to access all content.
12. follow the policies outlined in the International School of Cape Town iPad Acceptable Use Policy.
13. be responsible for all damage or loss of any iPad that is caused by their neglect or abuse.
14. Ask permission prior to recording audio and taking photos/video of classmates or staff members. These pictures, audio or video may then only be used for the specific educational purposes that a staff member has assigned them to do and not distributed or shared in any way or form unless specific permission has been granted.
15. not restore a backup from iCloud or iTunes without informing the school or getting consent from the school.
16. remove media (eg. apps, photos, music, etc.) that impedes the device from being used for its educational purpose.
17. Earphones only to be used when instructed to by a teacher.
18. All students must have the 'Find my iPhone' app installed on their iPad. Although the title of the app refers to an iPhone, it works for all Apple devices, including iPads. To log on and find an iPad, the Apple ID and password will be needed. In the event of it being necessary to locate the device, the parent will be contacted to supply that information or locate it themselves.
19. The student needs to clearly indicate their ownership of their iPad by either having their name on their cover or their name and or picture of themselves as their first wallpaper (before having to type in a pass code).

Should a student not have an iPad at any point, they may, at the discretion of the teacher, sign one out of the bank of school iPads and realise that they take full responsibility for it (the conditions of which are outlined in the document).

Students must understand that the Internet can connect them to much useful information stored on computers around the world. While they have access to the Internet they need to:

1. use it only for educational purposes.
2. not look for anything that is illegal, dangerous or offensive.
3. clear any offensive pictures or information from their screen or ICT devices and immediately and quietly inform my teacher if they accidentally come across something that is illegal, dangerous or offensive.
4. not use the Internet or email to annoy, offend, disrespect or harass anyone else.

## 5.2 Software

1. The iPad may only have content that is suitable for school audiences, this includes applications.
2. The school will install management software on the iPad to ensure its appropriate use in the school environment. Bypassing or disabling this software in the school environment will constitute a serious disciplinary offence.
3. Students must only use apps associated with their/ their families iTunes account. Students cannot share iTunes accounts or apps with other students.



4. Students will be required to have the set curriculum apps loaded on their iPad at all times. These will be determined by the school at the start of the year, and updated from time to time. Students will be required to have their operating system updated regularly to keep up with security and new developments.
5. Apps needed for the student to use for school purposes will be provided by the schools and at their discretion. The school reserves the right to remove those apps should the student leave the school or move to a Year group that does not need that app.
6. Students will be asked to delete any apps that contain violence, inappropriate age specific social networking, sexual content, inappropriate language etc.
7. Inspection
  - 1) Students may be selected at random to provide their iPad for inspection.
  - 2) Inappropriate content must be removed; students who refuse to remove inappropriate content will not have use of their iPad at school until it has been removed.

### 5.3 Availability

If a student's iPad is unavailable or inaccessible for any reason, technical or disciplinary, it is the student's full and sole responsibility to ensure that all work is up to date and complete as if the device was present.

## PART B: Parent ICT and iPad Policy Agreement

As a Parent/Guardian of a student at International School of Cape Town we require you to accept the Policy we have provided for your child/ren. We also ask you to take your part as a parent to support the policy and help educate your child in the area of technology and the cyber/digital world.

### 1. Parent/Guardian Responsibilities

1. Talk to children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
2. Understand that the child and parent hold full responsibility for their device and will not hold International School of Cape Town liable for any mistreatment, breakages, vandalism or loss of device.
3. Understand that students **under the age of 13 may not** take part in age restricted social networking sites such as Facebook or WhatsApp.
4. Support the school in implementing the Acceptable Use Policy that is in place for the safe and correct use of the school equipment, infrastructure and internet to the benefit of all students.

### 2. School Responsibilities

1. The school will install management software on the device, to allow it to implement the requirements of this policy.
2. The school will provide managed Internet access to its students.



3. The school will seek to block materials considered by the school to be inappropriate.
4. The school will make available storage facilities for devices to assist in protecting the security of devices.
5. International School of Cape Town reserves the right to review, monitor, and restrict information stored on or transmitted via any student ICT device, and to investigate inappropriate use of resources.
6. School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.
7. Staff will carefully select online content for students to use and at times require students to create accounts to log on to appropriate educational resource sites.



## ACCEPTABLE USE POLICY

Please sign both the Student and Parent agreement below and return to school.

Student agreement refers to PART A of this document.

Parent agreement refers to PART B of this document.

Please sign both Student and Parent agreement below:

### **Student Agreement (refer to PART A)**

I agree to the conditions set forth in the International School of Cape Town's Student Acceptable Use Policy.

Student Name (please print): \_\_\_\_\_ Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by:

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

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

### **Parent ICT and iPad Policy Agreement (refer to PART B)**

I, parent/ guardian of \_\_\_\_\_ in Year \_\_\_\_\_ agree to the Parent ICT and iPad Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_