

## INFORMATION TECHNOLOGY POLICY & AGREEMENT FORM

The International School of South Africa believes that:

- Our mission and six core values should guide us in our actions
- The educational process requires cooperation between the school, staff, students, and their families
- All members of our community should behave with dignity, honesty and integrity and treat others with respect

This policy should be read alongside other key policies ratified by the school and copyright laws as proclaimed in South Africa. All aspects of the School Code of Conduct and School Regulations apply in this context. This agreement helps us to meet these goals, and students and staff are expected to abide by and model the accepted behaviours, which include but are not limited to:

### Respecting School Policy and Property

- I will use school computers and electronic devices for schoolwork and homework only. I understand that I may not use the School network to download items such as films, YouTube clips, music, or any form of computer games without the express permission of a member of staff.
- I will behave sensibly and use the computer rooms with respect.
- I will use IT appropriately, upholding the values and human rights of all citizens; any form of cyber-bullying, for example, will be viewed in a most serious light. In addition, no student may photograph or film any activity at school or on school camps or excursions without permission from a member of staff.
- I will only access authorised internet sites as prescribed by the school, such as educational games. Sites banned by the school or deemed inappropriate will not be accessed.
- I will not access any chargeable internet services, nor buy, or offer for sale, any item over the internet, intranet or by email.
- I will keep secret my own User Personal ID and Password and I will not login to the network with anyone else's User ID and Password.
- I will respect the property of others, including school IT property such as networks, hardware, software or other users' files and data.
- I will not provide my personal details (address, photography, phone number, bank account details) through the internet, intranet or by email.
- I will refrain from opening any email attachment until I know and trust the sender.
- I will only connect personal equipment, such as laptops, tablets, and phones to the school network once I have been granted written permission from the Head of School.
- I will only create files in my own user area, and I will not encrypt, or password protect them.
- I will not take food and drink into the computer rooms.
- I will report faulty or broken equipment to a member of the IT team.

### Respecting Intellectual Property

- I will request permission to use resources.
- I will respect the intellectual property of other members of the school community.
- I will suitably cite all sources which I research such as websites, books, magazines, journals, interviews, and other media.
- I will purchase, license, and register all software.
- I will only access, create, download, copy, print and distribute material that is appropriate and respectful to all members of the school community.
- I will be responsible for the content of all emails which I create or send, as well as the content of all files in my possession or in my user area.
- I will ensure that materials written, sent, or received through the International School of South Africa's computer system will be in line with this policy and with copyright law.

### Respecting and Monitoring Internet Use

- The International School of South Africa reserves the right to monitor the use of the internet, to examine systems and review data stored on systems. This will be conducted by authorised staff.
- Students and staff must always ensure that information sent over or uploaded to the internet is accurate, appropriate, ethical, and legal.
- Students and staff who use the internet without authorisation – or who provide access to unauthorised people – may have disciplinary action taken against them.
- Students and staff may not knowingly introduce any form of computer virus, Trojan, spyware, or other malware.

### Potential Sanctions

- Failure to abide by and violation of this policy will result in disciplinary action.
- The International School of South Africa will involve the relevant authorities and/or other law enforcement agencies in relation to breaches of this policy.
- Damages to all property, equipment, networks and hardware or software systems resulting from deliberate or wilful acts of vandalism will be dealt with severely.

This policy will be subject to review

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### Information Technology Policy

**Student:** I understand and will abide by The International School of South Africa's *IT Policy & Agreement*.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parents:** I have read the *IT Policy & Agreement* with my child. We have taken the time to openly discuss, understand and agree to it.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_