



Selcourt Primary School

INTERNET ACCEPTABLE USE POLICY

Date Approved	2023/07/26	Date Policy will take effect:	2023/08/01	Date of Next Review:	2024/07/22
Developed By:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved By:	School Governing Body.				
Responsible Body:	School Governing Body				
Supporting Documents, Procedures And Forms For This Policy	Guidelines on e-Safety in Schools. Educating towards responsible accountable and ethical use of ICT in education. Legislation (see below) Occupational of Educator Act (Act 76/1998)				
References and Legislation:	Main Legislation: The Constitution of the Republic of South Africa (1996) The South African School's Act (1996) as amended. National Education Policy Act (Act 27 of 1996). Regulations to Safety Measure Gazette 26667 No. 975 Occupational of Educators Act (Act 76 (1998)				
Scope:	SGB, School Management Team (SMT), Education Staff, Learners.				

CONTENTS:		
No.		Page
A	Expectations	3
B	Unacceptable Uses	3
C	Cell Phones	5
	Acknowledgement	6

DEFINITIONS AND ACRONYMS

Term	Explanation
Cyber Safety	responsible use of ICT and encouraging public to identify risk
Equipment	necessary items for a particular purpose
devices	a thing made/adapted for particular purpose especially electronic equipment
privacy	a state in which one is not observed/disturbed by others
risks	a situation involving exposure to danger

Acronym	Explanation
SASA	South African School's Act (1996) Amended
NEPA	National Education Policy (Act 27 of 1996)
PAM	Personnel Administrative Measures
GEPA	Gauteng Education Policy Act
PFMA	Public Finance Management Act
SGB	School Governing Body
DDG	Deputy Director General
HOD	Head of Department
DD	District Director
SMT	School Management Team
SAT	School Assessment Team
PDRC	Policy Development and Review Committee
SBST	School Based Support Team
LTSM	Learner Teacher Support Materials
ISS	Inclusion of Special School's
HIV	Human Immunodeficiency Virus
AIDS	Acquired Immune Deficiency Syndrome

SECTION A.

Expectations

Whilst the Information Technology (IT) Department has many stringent checks and controls in place, the Internet is a vast and continuously growing area and as such there are some sites and images that may escape the School's scrutiny and it is in this area that the children need to be responsible and educated in their responses.

Learners are responsible for their own behaviour on the Internet just as they are in a classroom, on the sports field or on the playground. Communications and interaction on the Internet are often public in nature and general School Rules for behaviour and communications will apply. This includes their interaction with other learners on social networking sites such as Facebook, MXit, Tik-Tok, Twitter and any new social media apps that may evolve etc. even if accessed from home, as they are still learners of Selcourt Primary and are expected to uphold the ethos of the school.

The use of the Internet is a privilege, not a right, and may be revoked if abused.

Learners are personally responsible for their actions when accessing and using the school computer resources. Learners are advised never to access, keep or send anything that they would not want their parents/teachers or anyone else to see. It is expected that the learners will follow and comply with rules set out below.

Acceptable Uses

Users of Social Media must be responsible and careful in the content of what is posted. Learners must be wary of who they "Friend" and what information they divulge online. Users must not think they are anonymous online.

The right to freedom of expression is not unlimited. Understand that it is against the law to harm someone's reputation or dignity.

Electronic messages are permanent, transferable records which can never be deleted from the internet.

All learners are expected to serve as positive ambassadors for the school and to be respectful in all communications (whether by word, image or other means).

Learners may use the computers in the IT Lab and in the Library for research purposes. They must be supervised by a teacher during this time.

No food or beverages are allowed in any computer area.

A maximum of TWO learners at a computer is permitted.

Rowdy and or disorderly behaviour around computers is prohibited.

Learners are to use said computers with care, no damage to keyboards, mouses, screens or ports is allowed.

All flash sticks/drives must be checked for viruses before being used in school computers.

Learners may not use or pose the school's logo on any social media network without permission from the Principal or his/her delegate in writing.

Learners may not post any non-public images of the school premises and property, including floor plans.

Learners may not act as a spokesperson for the school, or post comments as a representative of the school, except when authorised to do so by the Principal or the Principal's delegate in writing,

Anything posted on a learner's page, website or web blog, or any internet content for which is the learner is responsible, is subject to all school rules, regulations and guidelines,

Learners will not post real or altered images of others online.

Learners will not post compromising images of themselves or others online, this includes but is not limited to scantily clad images, showing obscene or inappropriate sign language or gestures, act of violence, abuse, bullying and any such actions that can be traced back to the school and cause the school's name to fall into disrepute.

Learners may not post images of other learners on any social media network without written consent from the parent of the learner whose image is to be posed and also from the Principal except in the case of images taken in the public arena, such as sporting events or public performances where permission has been granted.

Learners may not post images of members of staff this included General Assistants, Public Servants, teaching staff and members of the public on any social media network without written consent from the Principal.

Users may not engage in cyberbullying.

Learners shall not use obscene, profane, or vulgar language on any social media network, nor engage in communication or conduct that is racist, harassing, threatening, libellous, or defamatory, or that discusses or encourages any illegal activity.

As Internet facilities are a limited resource and one for which the school pays, users are expected to use them primarily for:

1. Direct educational purposes
2. Accessing information for private interests or hobbies which are school-related

SECTION B

Unacceptable Uses

Users are not to:

1. Take part in the sending or resending of chain letters.
2. Use bad, offensive or derogatory language, or participate in any activities which discredit another child, teacher or staff member in any communications over the Internet.
3. Attempt to access or send attachments of any pornographic or socially unacceptable content. This includes racist, violent, harmful and bullying content.
4. Use any other user's email account or logon.
5. Attempt to spread viruses or download programmes or games or malware of any kind.

In addition, when using the School's network, learners must understand their responsibility and behave in the following manner:

1. All users are entitled to the privacy of their work and therefore it is an offence to use or attempt to use another user's account or password.
2. Should a site, email message or image manage to bypass the safety controls it is the learner's responsibility to close the item and report it immediately to a staff member, to enable the blocking of the material.
3. Learners must in no way attempt to "hack into" or interfere with the normal running of any other computers or networks.
4. Learners have full responsibility for their user accounts and must not share their passwords.
5. The computer staff, general staff, management, SGB and the Principal reserve the right to investigate any child's email or Internet usage who, in their opinion may be transgressing any of the rules in this policy.

SECTION C

Cell Phones

The school does not encourage the use of cell phones or any other electronic devices to be brought to school.

It is the responsibility of every parent/guardian to monitor and supervise all electronic device usage.

No cell phones may be used during class time or after school on school premises.

No calls or messages are allowed to be made or taken whilst on school premises.

Learners are not allowed to call parents to collect them from school. This will be done, if necessary, by the front office.

Cell phones are not allowed into exam venues.

If a learner brings a cell phone or any other device to school, it is done so at their own risk. The school will not take any responsibility for the loss, stolen or damaged device.

If the above rules are not adhered to the cell phone or device will be confiscated and kept in the strong room until it is signed out by a parent/guardian.

This Policy may be amended, supplemented, modified or altered from time to time by the School Governing Body.

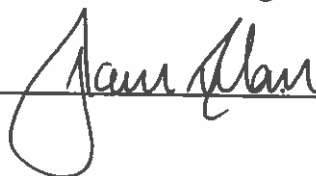
SIGNED BY:

Chairperson of the SGB: _____



Date: 2023/07/27

The Principal: _____



Date: 2023/07/27