



Lüderitz Blue School Technology Acceptable Use Policy

1. INTRODUCTION

- i) All learners, staff, visitors and associates who use the Lüderitz Blue School network and operate all web-enabled devices on all school premises are bound to uphold the rules detailed in this policy.
- ii) Web-enabled devices include, but are not limited to: laptops, computers smartphones, tablets and smartwatches.
- iii) School premises include, but are not limited to: school buildings, boarding house and other school buildings and property.
- iv) The rules in this policy also apply when off premises during school-related activities, for example school trips or residentials.

2. GENERAL RULES

Lüderitz Blue School has compiled the following rules for technology use in school. This list is not exhaustive.

- i) Never log into a computer using another person's password or as a system administrator.
- ii) Do not share passwords or login details.
- iii) Change passwords regularly to keep accounts safe.
- iv) Avoid any inappropriate, anti-social, or illegal behaviour involving school computer systems.
- v) Do not engage in behaviour that could embarrass or harm the school's reputation.
- vi) Never post or send offensive or harassing material or participate in cyberbullying of any kind.
- vii) School computer equipment must not be used for business purposes.
- viii) Do not tamper with or vandalise school equipment, or install harmful software. Damage may be charged to individuals or families.
- ix) Do not connect personal hardware or mobile devices to the school network without permission.
- x) Do not create or store files with unsuitable or offensive language or images.
- xi) School files are monitored for suitability. Inappropriate material will be investigated and sanctioned.
- xii) Do not download or use unauthorised executable files on the network.
- xiii) Do not commit copyright or intellectual property violations, such as illegal copying of music, movies, pictures, or software.
- xiv) Notify a teacher or technician if you identify a problem or witness unacceptable use of IT systems.
- xv) Activities that threaten the safety of the school computer systems or that hack, attack, or corrupt the network are forbidden.
- xvi) Some playtime use of computers is acceptable, but learners must respect guidelines and teacher instructions.

xvii) A list of websites which are allowed to be accessed by children is on display around the school. Other websites must be authorised by the teacher.

xviii) Upon joining the school, learners and their parents sign the Acceptable Use Statement (Learner) (See APPENDIX A).

xix) As part of the onboarding process, all staff members and volunteers sign the Acceptable Use Statement (See APPENDIX B).

xx) Violations will result in sanctions or disciplinary action per school policies. Serious violations may be reported to authorities.

Written: 09.05.24

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Reviewed by: Marnie Allen

Next review due: May 2025

APPENDIX A

Acceptable Use Statement (Learner)

To be completed by all learners and their parent/guardian.

When using the school's ICT systems and accessing the internet, I will:

- Use them only for educational purposes.
- Use them only with a teacher present or with their permission.
- Not access inappropriate websites
- Not access social networking sites, chat rooms or other chat functions unless allowed by a teacher as part of a learning activity
- Not open attachments or follow links without checking with a teacher.
- Not use inappropriate language online, including in emails.
- Not share my password or log in with someone else's details.
- Not give my personal information (including my name, address or phone number) to anyone online without permission.
- Not arrange to meet anyone from the internet offline without consulting a parent/guardian or without adult supervision.
- I agree that the school may monitor my online activity while using school devices or participating in school events or activities, should there be reasonable grounds.
- I will report any upsetting or harmful material to a teacher.
- I will always use the school's ICT systems and internet responsibly.

If I bring a personal mobile phone or electronic device into school:

- I will not use it during school hours or school activities without permission.
- If permitted, I will use it responsibly and not access inappropriate content or use inappropriate language.
- I will not take photos or make recordings while at school or at a school event.

I have read and understood the Acceptable Use Policy and understand the guidelines. I understand the consequences of not following these guidelines.

Signed: _____(Learner) Name of Learner: _____

Signed: _____(Parent/Guardian) Name of Parent/Guardian: _____

Date: _____

APPENDIX B

Acceptable Use Statement

For staff, intern, volunteers and visitors

Name of staff member/intern/volunteer/visitor: _____

When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access, inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use the internet or ICT systems in any way which could harm the school's reputation
- Access or use any social networking sites or systems, or chat rooms on a school device
- Use any improper or inappropriate language when communicating online, including in emails or other messaging services
- Install any unauthorised hardware, software or apps
- Share my password with others or log in to the school's network using someone else's details
- I will only use the school's IT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.
- I agree that the school may monitor my online activity, including the websites I visit.
- I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.
- I will let the Designated Safeguarding Lead (DSL) know if a learner informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.
- I will always use the school's ICT systems and internet responsibly and ensure that learners in my care do so too.

Signed: _____

Name: _____

Date: _____