



Technology Acceptable Use Policy

Date Created: August, 2016

Review Date: November, 2022

Next Review Date: September, 2023



Technology Acceptable Use Policy

Overview

Start-Rite Schools provides ICT facilities (including internet access) and educational resources to staff for educational purposes, research and to enhance student learning. Students also have access to ICT facilities, educational resources and at specific times, the internet under supervision of staff.

This policy outlines for students and staff of Start-Rite Schools, acceptable use of these facilities/resources which include but is not limited to computers, printers, projectors, scanners, multimedia equipment (and other electronics), books (in classrooms, staff rooms, laboratories and the library) and other educational resources.

Aims

Start-Rite Schools Technology Acceptable Use Policy is designed to:

- guide students and staff on acceptable use of ICT facilities (including internet access) and educational resources;
- ensure that students and staff be responsible users and stay safe while using the internet and other communications technologies for educational, recreational or personal use;
- safeguard the school from inappropriate use of ICT facilities (including internet access) and educational resources; and
- put in place, a line of action to follow in case anyone is in breach of this policy.

Statement of Acceptable Use (for Start-Rite Students)

- Adequate care must be taken in handling of ICT facilities, electronics, books, and other educational resources.
- Students will only use computer systems and the internet for those activities which they have been given permission to and under supervision of staff.
- Students will not download and use material or copy and paste content which is copyrighted. Guidelines on how to cite publications and make references will be provided by staff.



- No personal device (including phones, tablets, I-pad, laptops) will be brought to and used in school without consent of parents/guardians.
- No personal USB stick should be used on any of the systems in the school without first been scanned for viruses by supervising staff.
- Under no circumstances should students attempt to look up, view, upload or download any content or material that is not child-friendly or unacceptable in the school.
- Only appropriate words and images will be used, viewed or heard at Start-Rite. Any material appropriate to show to a grandparent, parent, principal or a child is a good sign of appropriateness. If inappropriate materials are viewed or received, it is the responsibility of the recipient to inform an adult. Students will immediately report to staff if they encounter undesired material in using the Internet.
- During Skype Meetings or Google Hangouts, students will have the opportunity to communicate with fellow students of partner schools (local or international) based on an agreed topic of discussion. In doing this, they must be kind enough to remember that the rights and feelings of others are to be respected at all times.

Policy Enforcement and Sanctions

1. All members of Start-Rite community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, confiscation of computer, loss of network access privileges, disciplinary action, and dismissal or termination from the school. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the school may initiate or assist in the prosecution of any such violations to the full extent of the law.
2. Any suspected violation of this policy should be reported immediately to the Principal and IT Department, as well as to the Vice-Principal (if the suspected violator is a student of the Secondary School), the Vice-Principal Operations and Head of Academics (if the suspected violator is a student of the Primary School, or the Head of Admin/Human Resources (if the suspected violator is a staff member).



Please note that this policy is geared towards protecting students, staff and the organisation from illegal or damaging actions by individuals, either knowingly or unknowingly. Start-Rite Schools maintains an established culture of openness, trust and integrity. It is therefore important not to consider this as unnecessary restrictions. Feel free to contact the management for queries or questions regarding this policy.

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