



## AUBURN HOUSE POLICY

### THE INTERNET AND ACCEPTABLE USE

This Internet and Acceptable Use Policy (IAUP) is based on a philosophy that balances freedom and responsibility. Internet access is a privilege and is intended only for purposes consistent with educational business and curricular objectives. The Auburn House community is encouraged to make innovative and creative use of information technologies in support of education and research.

The purpose of this agreement is to ensure appropriate, responsible, ethical and legal use of technology within the Auburn House community. This agreement is designed to guide staff, children and guests in the acceptable use of the internet and information technology (IT) systems.

Clear Policies and Guidelines need to be established which are acceptable to the school, the teachers, parents and children. Auburn House has always encouraged the use of IT as an element of our practice both in the delivery of the curriculum and in the administration of education. Please see the Auburn House Academic Policy for further details related to curriculum delivery, academic record-keeping and remote learning.

The Policies and Guidelines laid out in this document serve both to encourage and extend the use of these digital technologies in constructive and educative ways, as well as limiting and containing the possibilities of destructive, or counter-productive instances.

The Code of Conduct of Auburn House also applies to the children's internet use.

#### Definitions

**Technology** is defined as "the body of tools, machines, materials, techniques, and processes used to produce goods and services and satisfy human needs." (World Book Online Dictionary)

The **computer network** includes the computers, terminals, printers and related equipment, as well as data files or documents residing on disk, tape, or other media. Privately-owned devices, including, but not limited to, computers, PDAs, and Smart Phones are considered part of the network if attached directly or remotely to the Auburn House network and/or are used to access Auburn House resources.

The Internet refers to the World Wide Web.

A **User** is any person, whether authorised or not, who makes any use of any Auburn House resources from any location.

**Social media** can be described as any form of online publication or presence that allows users to engage in multi-directional conversations in or around the content on the website. Social media includes but is not limited to Facebook, WhatsApp, Instagram, Ning, Twitter, YouTube, MXit, blogs, wikis, social bookmarking, document sharing and email.

## Policy

Auburn House attempts to provide, at all times, a secure environment conducive to learning and free of illegal or malicious acts. Auburn House has taken precautions, which are limited, to monitor access to inappropriate, unethical and/or immoral materials. However, on a global network, it is impossible to control access. A user may accidentally or deliberately discover inappropriate information.

## Acceptable Use

Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste another's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL (website address). It is good practice to hyperlink to your sources.

Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity, or by creating a fictional persona which can be linked back to you.

Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalisation, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, use the backspace key immediately and tell a teacher right away.

Plagiarism is taking ideas or writing from another person and offering them as your word. Credit must always be given to the person who created the information or idea.

Internet Access Use of the Internet must support academic and/or work-related purposes. This does not include playing games and/or downloading music and video for personal use, or accessing other sites unrelated to school business. Viewing or downloading inappropriate material is strictly prohibited. This includes, but is not limited to, pornography or sexually explicit materials; drug and alcohol-related material, and materials that are offensive for political or religious reasons.

Electronic Mail (Email) accounts issued by Auburn House may be monitored or filtered.

School Email usage must be related to curriculum and support educational purposes. Users are strongly cautioned not to reveal personal information to, or agree to meet, unknown persons.

Appropriate language must be used in all email messages. Profanity, abuse, or threatening/offensive language or ideas will not be tolerated. Email may not be used for political advocacy, product advertising or commercial activities. Knowing or reckless distribution of unwanted mail or other messages is prohibited.

When teachers are using or allowing the use of social media in schoolwork either in classrooms or as required work outside of classrooms, they should regard participation in such online media as an extension of their classrooms and anything which is permitted in class is acceptable online, and anything which would be unacceptable in a classroom should also be unacceptable online.

### **No Privacy**

The Auburn House Network is not a private means of communication. All data stored, transmitted, processed, or otherwise accessed on the network may be monitored, filtered or recorded without notice to the user. All technology is subject to these rules, even if it is privately owned.

### **Unacceptable Policy**

The following acts are unacceptable and forbidden:

Damaging or intentionally disrupting the network by altering or deleting files, or introducing any programs or data designed to cause damage by spreading to other networks;

Threatening, bullying, or harassing another individual; Promoting a forum for any illegal activity; Making threats;

Sharing and/or distributing inappropriate material;

Plagiarism;

Copyright infringement

Using bullying, insulting, racial or sexist language, or derogatory or offensive comment, as is any practice which is at odds with the school's values and practices. Nothing should take place online which might bring the school into disrepute.

Using the Auburn House computer network for distributing copyrighted materials, illegal, inappropriate, threatening or obscene purposes, or in support of such activities:

Inappropriate use shall be defined as a violation of the intended use of the computer network.

Obscene activities shall be defined as a violation of the generally accepted social standards for use of a publicly owned and operated communication vehicle.

Using an account other than your own and any attempt to gain unauthorised access to accounts on the network.

Attempting to obtain access to restricted sites, servers, files, databases, etc. and/or attempting to gain unauthorised access to other systems (e.g. 'hacking').

Using personal computer equipment to access the network without prior permission.

Installing personal software or uninstalling Auburn House software without prior permission.

Using Internet resources and communication tools (such as games, IM, chat, etc.) not related to core curriculum or other school purposes.

Using the Internet for commercial purposes, financial gain, personal business, product advertisement, or use of religious or political lobbying.

Attempting vandalism. Vandalism is defined as willful or malicious destruction and any intent to harm or destroy data of another user, another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

Degrading or disrupting network equipment, software, or system performance.

Invading the privacy of individuals or disclosing confidential information about other individuals unless directly related to your work assignment.

Posting personal communications without the original author's consent.

Posting anonymous messages.

Accessing, downloading, storing or printing files that are profane, obscene or that use language that offends or tends to degrade others.

Harassing others and using abusive or obscene language on the internet. You may not use the internet to harass, annoy or otherwise offend other people.

Downloading music, video or any other files not directly related to the curriculum.

Communicating threats of violence.

### **Guidelines for children**

These guidelines for children are provided as support and guidance to ensure that practices do not result in transgressions of policy.

- Be responsible for whatever you write. Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents or teachers to see.
- Be cautious about publishing photographs, providing personal details including surname, phone numbers, addresses, birthdates and pictures.
- Where there is a possibility that you may be identified with Auburn House, you should act in a manner which is consistent with the general philosophies and values of the school, and does not bring the school into disrepute.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, but if you do, respond in a respectful way. Make sure that criticism is constructive and not hurtful.

- Do not share your password with anyone else, and change your passwords regularly to protect your privacy.

### Violations/sanctions

Users committing any of these acts may lose their privilege to use the Auburn House network.

All incidents will be handled in accordance with the school's general student disciplinary code.

### References

[www.educationworld.com](http://www.educationworld.com)

[www.bishops.co.za](http://www.bishops.co.za)

POLICY RETURN SLIP

AUBURN HOUSE POLICY - THE INTERNET AND ACCEPTABLE USE

I confirm that I have read, understood and agree with the

AUBURN HOUSE POLICY ON THE INTERNET AND ACCEPTABLE USE

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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