



# PRETORIA HIGH SCHOOL FOR GIRLS

## LEARNER AGREEMENT FOR THE USE OF THE INTERNET, LOCAL SCHOOL NETWORK INCLUDING COMPUTER LAB

Learners will not be allowed to use the Computer Lab or Internet until the signature page is returned. Signatures are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

**PRIVILEGES** - The use of the Internet is a privilege, not a right, and inappropriate or misuse will result in a cancellation of those privileges. Each learner who uses the Internet will be under the supervision of a staff member(s) to ensure the proper use of the network. Based upon the acceptable use terms and conditions outlined in this document, the ICT staff consisting of the network system administrators, HOD's, and the School Management Team, will deem what is acceptable use and their decision is final.

### Learner Declaration

I agree to follow proper Network Etiquette when I use digital technologies and the Internet. I agree to always be a safe, responsible, and ethical user. To this end, I agree that whilst at school, when using my own computer or phone, or a School computer, I promise to abide by the network etiquette rules as stated below:

- 1.1. I will protect my privacy; not giving out personal details including my full name, address, telephone number, or the name, address, or telephone number of my School or parents, passwords, and images to anyone I meet online.
- 1.2. I will protect the privacy of others; never posting or forwarding their personal details or images without their consent.
- 1.3. I understand that some people online pretend to be someone else or children, when in fact they're adults.
- 1.4. I will respect others and communicate with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages that hurt another emotionally).
- 1.5. I will not speak ill of people or use derogatory language online.
- 1.6. I will talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- 1.7. I will talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behavior.
- 1.8. I will carefully consider the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.

- 1.9. I will handle ICT devices with care and notify a teacher of any damage or required attention.
- 1.10. I will not interfere with network systems and security, the data of another user or attempting to log into the network with a user name or password of another user.
- 1.11. If someone sends me any inappropriate images, videos or messages using derogatory language, I will inform both my parents and teacher.
- 1.12. I will not use anything found online and pretend it is mine. I will request permission to use images, text, audio, and video and cite references where necessary and if I am not sure how to do this I will ask teachers and IT staff to assist me.
- 1.13. I will abide by copyright and intellectual property regulations. I therefore will not download and store, for later viewing or listening, movies, music or TV series on any computer or storage device such as a flash disk. If any of these files are found on school computers they will be deleted without notification, and I accept that there will be disciplinary consequences.
- 1.14. I will practice safe computing, and check for viruses whenever I borrow a disk from someone (even if they are a friend or member of my family).
- 1.15. When I am online, I will never pretend to be someone else.

## **2. RULES FOR USING SCHOOL COMPUTERS**

I understand that I am fortunate to be afforded the use of computers at School. I know that I may only use School computers if I follow these rules:

- 2.1. I will not use the School computers nor a teacher's computer, as this is not permissible, and a breach of School rules.
- 2.2. I am allowed, to use School computers during scheduled lessons in the computer centre from 14h30 to 16h00 to the benefit of my education. I will not use School computers for **non-educational purposes**, such as:
  - sending personal messages or pictures;
  - looking at websites that are not relevant to my lessons;
  - going onto social media accounts;
  - going onto chat rooms;
  - playing games.
- 2.3. I will not change any settings on a computer without the instruction, or permission, of a teacher.
- 2.4. I have a unique username and password that permits me to use School computers. I will not allow anyone else to use the computer while I am still logged on and I will always log off whenever I have finished working on the computer. I will not give my password to anyone else.

- 2.5. I will not try to find out the password of any other user of the School network.
- 2.6. If I come across anything on a School computer that is in breach of School rules, or that I know I am not allowed to look at, I will inform my teacher.
- 2.7. I understand that when I use a School computer, I am using the School's network. I will not attempt to avoid logging on through the School's network or try to side step it.
- 2.8. The School has placed security restrictions via firewalls when using the Internet. The implication of these restrictions is that some websites cannot be viewed. I know that this has been done to protect me, and I will not try to circumvent these controls and visit websites that I am not allowed to. I accept that doing so will be a violation of the rules and will lead to a disciplinary action.
- 2.9. I understand that my use of the School computer is not private as the network is monitored.
- 2.10. When saving files on a School computer I will save my files to my private folder, or on a flash disk, unless I have been instructed to do otherwise by a teacher. I accept that this folder is given as a privilege, not a right, and is for the storage of school-work only. I understand that it is my responsibility to keep a back-up of these files. I understand that a teacher may ask to see (and remove) a file if she/he has good reason and, when the network administrator deems it necessary, he/she may also remove files.
- 2.11. When in the computer room I will not eat, drink or leave litter in the room. I will not behave in an unruly manner or make too much noise as this disturbs other people. I will leave my school bag outside the room unless a teacher specifically advises me otherwise.

### **3. RULES FOR SENDING E-MAILS**

- 3.1. I will always communicate appropriately and show respect for the receiver of my messages. I will not use inappropriate language or crude expressions, or say anything that is not in keeping with the content approved by the social media policy.
- 3.2. I will report people who send offensive e-mails.
- 3.3. I understand that the network administrator may clear all e-mail messages from time to time and that I need to save these messages I want to keep in my own folder or on a flash disk. Furthermore, I accept that my e-mail account will terminate when I leave the school and that all documents will be deleted permanently.

#### **4. YOUR OWN DEVICE**

When I use my personal digital device (including my phone) I agree to be a safe, responsible, and ethical user always, by:

- 4.1. Keeping devices on silent or switching devices off during class times; only using my device before school, during breaks or after school. (except when approved as part of a lesson)
- 4.2. Respecting the privacy of others; only taking photos or recording audio or video when others are aware and formal consent has been provided as part of an approved lesson. I may take pictures and videos during break-time and while we play sport if given permission, but if my teacher instructs me to stop, then I will follow the instruction.
- 4.3. I will not use my digital device to record any activities in a classroom including class lessons.
- 4.4. Parents and learners should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.
- 4.5. I will take full responsibility for my device. I understand that the School is not responsible for ensuring that my device is safe.
- 4.6. I will use my real name in all communications. Impersonation, anonymity and pseudonyms are not permitted.
- 4.7. I will not use my device to cheat on assignments or in tests.
- 4.8. If a teacher requests me to shut down my device or put it away, I will abide by the request.
- 4.9. I will not store anything on my device that is illegal. I will especially not use my device to store or view any pornographic or other content that is not meant for children.
- 4.10. The use of technology to support me in my education is not a right, but a privilege. I understand that if I do not obey these rules, I will no longer be able to bring my own device to school and may also face disciplinary action.
- 4.11. Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and the learner's learning is not interrupted.

#### **5. School support**

*Support will be provided for:*

- 5.1. connecting the school's computers to the school network, Internet, including wi-fi and other digital technologies

- 5.2. set up and management of school, learner e-mail accounts
- 5.3. all school-based software and associated issues with school applications.

*Support will not be provided for:*

- 5.4. connecting personal devices to home networks, the Internet, printers, or other devices
- 5.5. personal e-mail accounts and settings
- 5.6. software issues
- 5.7. hardware issues.

### **Acknowledgement**

I understand that digital technologies herein are referred to the following:-

- mobile phones and learner owned devices
- e-mail and instant messaging (WhatsApp, WeChat, Snap Chat, Messenger and BBM)
- Internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter, Instagram)
- forums, discussion boards and groups (e.g. Google groups)
- wikis. (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Learner Agreement for Internet, Local School Network including the Computer Lab usage applies when digital technologies are being used at school, including the hostels, during school excursions, at camps and extra-curricular activities, and at home when accessing the School's network.

### **Learner**

I have read and agree to abide by Internet, Local School Network, including the Computer Lab terms and conditions of this agreement. I understand that any violation of regulations is unethical and may constitute a criminal offense. Should I commit any violation of this agreement, my access privileges will be revoked and school disciplinary action may be taken. I also understand that using computers at Pretoria High School for Girls is a privilege. I agree to treat the equipment and my fellow classmates with respect. I also agree to log into my own files only and to use language and ideas appropriate to the classroom. I will follow school policy regarding Internet use. I further agree to use only my assigned computer unless the teacher assigns me to another. Furthermore, I understand that misbehavior in the computer lab will result in disciplinary action and permanent loss of computer privileges, in which case I would have to complete all class work by hand.

**PARENT/GUARDIAN**

As parent/guardian of this learner, I have read the terms and conditions of this agreement. I understand access is designed for educational purposes and the School has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the School to restrict access to all controversial materials and I will not hold the School responsible for materials acquired from technology systems. I accept full responsibility for supervision if and when my child's use is not in a school setting. I give permission to issue an account for my child and certify that the information contained on this form is correct.

**PARENT / GUARDIAN / LEARNER SIGNATURE**

I understand that I must complete and sign the signature page and return it to Pretoria High School for Girls before my child may use the Internet, Local School Network, and Computer Lab at Pretoria High School for Girls.

Learner's name: \_\_\_\_\_

Learner's signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian e-mail address: \_\_\_\_\_

Parent/Guardian contact no: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

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