

PLEASE READ THIS POLICY VERY CAREFULLY, SIGN IT AND RETURN IT VIA YOUR CHILD TO THE REGISTER TEACHER. IT IS VERY IMPORTANT THAT BOTH YOU AND YOUR CHILD SIGN THIS POLICY.

Acceptable User Policy

Apollo Media Research Centre and Computer Literacy Centre (COML)
Ladysmith High School

Latest revision: 19 February 2014

Using our computers and/or network is a privilege and not a right. In order for you to make use of the computers and/or network you will be asked to sign this AUP (Acceptable User Policy). The rules as stipulated in this document are to be strictly adhered to. The school has invested large amounts of resources including time, expertise and financial costs into the COML and Research Centres. As such you will be held accountable for your actions when in contravention of this document. The following rules will apply to any and all computing equipment within the school or which is owned by the school:

1. The Internet is intended to be used as an educational tool. Use of the Internet for any other purpose other than research or tasks initiated by an educator will not be acceptable. Misuse of the Internet in any way will result in Internet privileges being revoked for the learner for a time period agreed upon by the Head of Department.
2. Access to personal e-mail accounts or any social networking sites including, but not limited to, Facebook, Twitter, Myspace, Foursquare, etc. is not allowed. Access to these resources may only be granted under special circumstances and in the presence of an educator.
3. No user may distribute or view any material that violates the current laws of South Africa or the rules of Ladysmith High School. This includes, but is not limited to, pornography, threatening messages, pirated video or audio material, obscene or offensive material or confidential information.
4. You may, under NO circumstances, try to circumvent the security measures put in place on the network and/or computers owned by the school. This includes, but is not limited to, opening or browsing the work of a fellow learner as well as folders containing the work of educators. This is an illegal act according to our national laws and will be dealt with using suitable legal actions.
5. Never divulge your password to a fellow learner. If someone uses your password to log on to your account – even with your permission – rule number 4 above applies.
6. You will be held accountable for any equipment that you damage or steal. If accused of vandalism or theft you will be subject to disciplinary action.
7. NO eating or drinking of any kind will be allowed in the COML and Research Centres under any circumstances.
8. Ladysmith High School reserves the right to access and view the contents of your computer and/or personal folders contained within the school network/computers. If any of the contents is found to contradict any of the rules stipulated in this document, action will be taken against you.
9. Ladysmith High School reserves the right to prohibit the installation of any software that was not approved by the school.
10. Software licensed to, or owned by the school may, under no circumstances, be

installed on private computers of learners. This rule will be enforced using the copyright/licensing agreement of the software in question.

The use of any computer facility is a privilege and not a right. Thus if you are found to be in violation of any of the above stipulations or rules, this privilege will be cancelled.

Learner:

I understand and will abide by the rules and stipulations as set out in this document pertaining to myself and Ladysmith High School. I further understand the consequences of violating any of the above conditions and that violation of the above AUP will result in either:

- Cancellation of my privileges to use the computer facilities at Ladysmith High School.
- Disciplinary action to be taken against me as per the school rules.
- Legal action taken in the case of extreme cases as outlined in the AUP.

Learner name (Please print)

Date

Learner Signature

As the parent or legal guardian of the learner who has signed this document, I fully understand the terms and conditions as listed in this document. I understand that learners should always stay within these terms and conditions and that they could be prosecuted if any of these terms or conditions are violated. I hereby give permission that my child uses/accesses the school network/computers.

Name (Please print)

Date

Signature (Parent or Guardian)
