



**NOVA PIONEER**

**SCHOOLS FOR INNOVATORS & LEADERS**

## **INFORMATION TECHNOLOGY POLICY**

**July 2018**

## **Introduction to the Policy**

Nova Pioneer is aware and acknowledges that increasing numbers of individuals across the world are using many forms of e-communication privately and at school. These activities bring many opportunities for people to understand, engage and communicate in new ways, but at the same time create dangers from which we need to be protected. E-communication on the Internet is often public in nature and general school rules for behaviour and communications therefore apply. Nova Pioneer encourages the use of technology in all spheres of the activities and therefore the guidelines discussed in this policy encourage the efficient and safe use of all the technological resources, as well as limiting any negative consequences.

The policies, procedures and information within this document apply to all IT devices used at Nova Pioneer. These include iPads, personal tablets, iPods, cell phones, other IT handheld devices, laptops, computers, iMacs, cameras, video recorders, voting systems etc.

## **Terms of use**

The Nova Pioneer network has been established to provide technology resources at Nova Pioneer to facilitate the availability of information for the sake of education. The network is neither a public access service nor a public forum. Nova Pioneer therefore reserves the right to place reasonable restrictions on material/software accessed or material/software published through the Nova Pioneer IT network.

Electronic communications facilities (such as, but not limited to, email messages) and connection to the Internet are primarily for school-related activities. While at times conducting personal activities from Nova Pioneer facilities may be unavoidable, such use should be kept to a minimum. The Network Manager reserves the right to delete any files that are not seen as school-related, including photos, pictures, music files, videos etc.

Transmission of any material in violation of any South African National or Provincial laws or regulations or Nova Pioneer rules is prohibited. This includes, but is not limited to, copyright material, threatening, obscene or offensive material, or material protected by trade secret.

The use of the Nova Pioneer technology facilities is a privilege, not a right, and may be revoked if abused. Staff and students are responsible, personally, for their actions in accessing and utilising these resources. Staff and Students are expected never to access, keep or send anything that would bring Nova Pioneer into disrepute.

Teachers and other staff may also set additional requirements for use within their classroom or functions.

Use of personal devices during the school day is at the discretion of staff. Students must use devices as directed by their teacher.

## **Monitoring**

Nova Pioneer reserves the right to, at any time, review material held in user accounts, monitor internet usage and file server space in order to determine whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, Nova Pioneer will respect the privacy of the user accounts. All computer and tablet-related activities are monitored and logged. Nova Pioneer reserves the right to inspect any personal device such as a cell phone or tablet and take the necessary action if it has been used for any reason that violates the Acceptable User Policy - see annexure to this document.

## **Ownership of electronic data**

All data stored on Nova Pioneer servers and laptops, desktop computers, external drives, flash disks, magnetic tape media, mobile phones, iPads and all communications messages created, sent and or retrieved over the Nova Pioneer Network and Nova Pioneer Systems are considered the property of Nova Pioneer.

## **Security**

Security on any IT device accessing the Nova Pioneer network is a high priority, especially when the Nova Pioneer network system involves many users.

- Any attempt to log on to the Nova Pioneer network as system administrator will result in cancellation of user privileges.
- No student or staff member may use another person's account. There may be no sharing of passwords.

Tablets, laptops, Chromebooks and other devices are never to be left unsupervised anywhere in the Company property. Staff and students may be held accountable for the loss of Nova Pioneer tablets, laptops, Chromebooks or other devices due to theft or damage as a result of negligence or lack of reasonable care.

IT equipment belonging to other users is not to be used without the express permission of the designated owner.

Bringing a cell phone to school remains the responsibility of the staff member or student and the school does not accept responsibility for theft of a cell phone under

any circumstances. For security reasons, your cell phone must at all times be either attached to your person or locked in a secure room.

## **General**

- All staff and students are expected to use the technology in a safe and responsible way and to treat all IT equipment with respect. Tampering with IT equipment is prohibited. Damaged or non-functional equipment or software needs to be reported to the IT Department as soon as possible.
- No-one may be in possession of any school computer equipment without the written permission of the Network Administrator.
- Copying of music, movies etc. from the Internet or CD to personal folders or computers is a violation of copyright laws, as is the copying of videos, games or applications not available under the General Public Licence (GPL).
- Staff and students may not use IT equipment, including personal cell phones and tablets, to communicate with each other during class instruction time, unless stipulated otherwise by Management or the teacher. Transmission of an email or Internet message using the Nova Pioneer's email system must include the individual's identity.
- Using language that is considered offensive in anything that is typed or sent is prohibited – this includes impolite, antisocial, profane, abusive, racist or sexist language.
- Cyber bullying of any form is unacceptable, whether via email, text messaging (SMS, Whatsapp, Facebook, Snap Chat etc) or social network sites.
- No work is to be plagiarised. The Nova Pioneer's plagiarism policy (forthcoming) is to be followed. Photographs may also be protected under copyright laws.
- Staff and students may not play games or watch videos on computers, tablets, cell phones or over the Internet, unless permission is given by managers.
- Staff and students must use good judgment when using cameras, video or sound recorders. Cameras are not to be used to take inappropriate, illicit or sexually explicit photographs or videos, nor is such a device to be used to embarrass anyone in any way.
- Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

- Inappropriate media may not be used as a screensaver or background photo on any device, Nova Pioneer or personal equipment. These include: presence of weapons, pornographic materials, pictures of violence, inappropriate language, alcohol, drug, gang-related symbols or pictures.
- The use of iPods or cell phones or any other devices to listen to music in class during instructional time is prohibited, unless part of lesson.
- Images or movies of people are not to be shared in a public space on the Internet, without the written permission of the individual or a staff member or minors' parents.
- Printers may only be used for school-related tasks.
- Users are responsible for ensuring that the required apps are loaded onto devices and that they know how to use them. The IT department will be available for questions.

### **Controversial material**

Users may encounter material which is controversial and which students, parents, teachers or administrators may consider inappropriate or offensive. Due to its size, scale and nature, it is impossible to control all the content available on the Internet. Although Nova Pioneer takes precautionary measures to impede user ability to access controversial material, it is impossible to provide full protection for users from all material which may be considered inappropriate or offensive, and any industrious user may find such material. It is the user's responsibility not to initiate access to such material and to withdraw from access to such material as quickly as possible should an encounter occur unintentionally.

### **Care**

The following guidelines are given for the care of all devices and equipment that are the property of Nova Pioneer (including, but not limited to, laptops and tablets):

- Tape a unique identification onto your device, making it easier to identify your bag and laptop amongst others.
- Always carry your device in a bag provided.
- Handle the device with care
- Do not hold the device (in the case of a laptop/Chromebook) by the screen
- Keep the device free of dust
- Avoid eating and drinking while working on the device.

### **Consequences of misuse/disruptive use of cell phone or tablet use:**

- Access to the wireless network will be removed.
- Include possible disciplinary action as per policy.

### **Company liability statement regarding personal devices**

Staff members and students bring their devices to use at Nova Pioneer at their own risk. The following expectations apply:

- Act responsibly with regards to your own devices, keeping them up to date and as secure as possible.
- Be responsible for the upkeep and protection of the devices.

Nova Pioneer is not responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any personal device: this includes charging, backing up, loading and updating of apps etc.

The School's Code of Conduct makes provision for infringements in this regard and the Code of Conduct will be enforced should any of the above be breached.



# NOVA PIONEER

SCHOOLS FOR INNOVATORS & LEADERS

## INFORMATION TECHNOLOGY POLICY Annexure 1: Acceptable Use Policy for Laptops (and company-issued devices)

### **Purpose**

This Laptop Acceptable Use Policy (AUP) applies to all School staff, visitors and or to those using the School's IT resources. This policy should be considered part of the Nova Pioneer Information Technology Policy.

Inappropriate use of laptops may expose the school to unnecessary risks including virus attacks, compromise of network systems and services, financial and legal issues. The purpose of this policy is to:

- promote appropriate use of the laptop computer;
- guard against theft of the laptop or of information stored on the laptop; and
- damage to the laptop.

### **Eligibility**

All permanent teaching staff will be issued with a laptop providing that resources are available. Other staff may be issued with a laptop at the discretion of School Management. Staff will only be provided with a laptop following appropriate training and then only if they can demonstrate that they can use the device securely. The appropriate and secure use of laptops will be monitored. Staff will be kept updated

with any new developments and receive appropriate training for new or upgraded applications.

Every user who is issued with a laptop will be asked to sign for receipt of the device, and to acknowledge that they have read, understood and will comply with this policy.

### **Staff responsibility**

Staff should take good care of the laptop and take all reasonable precautions to ensure that it is not damaged, lost or stolen. In the event that the device is stolen, staff will be expected to report the theft to the police and obtain a case number. The loss of the laptop must also be reported to the IT manager and also if it is damaged in such a way as to invalidate the warranty. Negligence in the care of laptops or failure to report loss or damage at the earliest opportunity, may result in the staff member concerned being held liable for the replacement of the laptop.

### **Acceptable use**

Laptops are subject to the email and internet policies.

Laptops may not be used during the course of lessons, unless specifically required to support lesson material.

Files saved on the laptop hard drive should be transferred to a network drive at the earliest opportunity (this is done via synchronization). Local copies of confidential files should be deleted from the hard drive once they have been transferred. No responsibility will be taken if files that solely exist on the hard drive are lost due to mechanical failure or accidental deletion.

The only time that a student is permitted to use laptops is under one-to-one supervision by a member of staff in conjunction with specific learning materials, where it is not possible for the student to perform the actions logged on to a desktop PC (e.g. performing a task on the laptop attached to a projector). Students must never be allowed to use a laptop to do their own work.

### **Care of Laptops**

A laptop is allocated to a particular member of staff for his or her use and is entrusted to their care. The member of staff should therefore take all reasonable care to secure the laptop and to guard against damage.

## **Transporting laptops**

Laptops should always be carried within the protective bag supplied with the laptop. The carrying case can hold objects (such as folders and books), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.

For short periods of time, i.e. moving between lessons, laptops may be put into hibernation or standby mode thus reducing the start-up time. For longer periods, laptops should be turned off properly before placing it in the carry case.

## **Screen care**

The laptop screen can be damaged if subject to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard (This can cause damage to the screen if forgotten when closing the laptop).
- Only clean the screen with soft, dry cloth or anti-static cloth.

## **Battery use**

In order to prolong battery life, laptops should be powered from the mains supply whenever practical. General information on maintaining battery efficiency is available from IT manager. Extreme temperature, magnetic fields and x-ray are harmful to laptops.

## **Laptops left in unsupervised areas**

The user must take appropriate security measures to protect the laptop and all its peripherals. When unattended, the laptop must be stored in a secure locked location.

- Laptops must not be left in unsupervised areas, including unlocked classrooms and staff rooms. Any laptops left in these areas are in danger of being stolen and may be removed and taken to IT Support for safekeeping.
- Do not leave the laptop in a vehicle; even if the vehicle is in your driveway or garage.
- Never leave your laptop in plain sight. If you must leave your laptop in a vehicle, the best place is in the boot or a hidden compartment.

## **Air travel**

It is safe to put the laptop through an X-ray security machine, but the laptop must never be put through a metal detector. Security staff may request that the laptop is removed from the carrying case to be inspected more closely.

## **Viruses**

Laptops are configured to update the anti-virus on start-up and will attempt to locate updates from the Internet when not connected to the school network. This may have implications for users accessing the Internet via dial-up connections. Staff must be aware that laptops which have not been connected to the school network for any period of time may not have the most up-to-date protection.

## **Staff leaving the school**

Staff leaving the school must return their laptops to the IT Manager.

It is the responsibility of the member of staff leaving the school to ensure that all files have been copied to the server and/or other suitable media before the laptop is returned.

Before a laptop is re-issued to a new member of staff, all files on the local hard drive will be deleted and any personal settings or additional hardware or software will be removed.

## **Wireless connectivity**

Technological developments in the area of cordless connectivity (wireless protocols, Bluetooth and infrared) have significantly increased the risks of unauthorised interception of a signal and of unauthenticated links being made to other devices.

Staff should be cautious when using wireless connectivity to connect to any networks outside the school. Staff must ensure that measures such as encryption and address control have been enforced on the wireless network they wish to connect to.

The wireless settings should not be altered, as this may result in the laptop not being able to connect to the school's wireless network.

IT Support reserves the right to disable wireless facilities on a laptop if deemed necessary.

## **Personal use**

Limited personal use of laptops is permitted, subject to the restrictions contained in this policy. Any personal use of laptops is expected to be in the employee's own time and is not to interfere with the person's job responsibilities or the job responsibilities of other employees.

Consumables used by personal equipment, which is used for school work (e.g. printer cartridges) will not be supplied by the school unless deemed essential by the school management team.

Where personal equipment has been installed on a laptop, IT Support will not be responsible for any hardware or software support relating to the personal equipment and reserve the right to uninstall if they consider it to be affecting the performance of the laptop.

## **Technical support**

Laptops in need of repair must be returned to IT Support. Staff must not attempt to repair any hardware faults under any circumstances. A replacement may be issued to the staff member whilst the repairs are being carried out.

It should be noted that manufacturers' warranties do not normally cover damage caused by misuse or neglect and do not cover replacement batteries.

## **Insurance**

Laptops given to staff on loan are covered by the School's insurance policy for use in school. This policy also covers use of the laptop at home, travelling to and from school and when the laptop is taken off-site for training and trips. The insurance policy covers accidental, malicious loss, damage and theft.

## **Monitoring**

Staff should be aware that the use of laptops, including the contents of local drives, is monitored in accordance with this policy.

School management reserves the right to audit correct usage at any time, and the individual may be held liable for illegally held software or material e.g. in breach of copyright legislation.

Action as deemed appropriate by the Head of ICT and School Leader may be taken.

## **Acknowledgement**

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I hereby acknowledge that I have read and agree to abide by the Nova Pioneer Email Acceptable usage policy.

Signature:

Date: