



GLENOAKS SCHOOL
Where learning is nurtured and
potentials are reached

TECHNOLOGY POLICY

Second Policy Revision March 2024

School Computers

SECTION 1

PURPOSE OF A POLICY ON COMPUTER USE

- A. To remain competitive, better serve our learners and provide our employees with the best tools to do their jobs, Glenoaks School makes available access to one or more forms of electronic media and services, including, but not limited to computers, e-mail, telephones, fax machines, online services, Internet, the World Wide Web and Smart Boards.
- B. The school encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the school should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
- C. To ensure that all employees and learners are responsible, the following guidelines have been established for using e-mail and the internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

SECTION 2

PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- 1. Discriminatory or harassing
- 2. Derogatory to any individual, group, race, culture, gender or religion
- 3. Obscene, sexually explicit or pornographic
- 4. Defamatory or threatening
- 5. In violation of any license governing the use of software or;
- 6. Engaged in for any purpose that is illegal or contrary to the school policy or interests.

SECTION 3

PERSONAL USE

The computers and services provided by the school are primarily for educational use to assist employees in the performance of their jobs and learners in their learning process.

Limited, occasional, or incidental use of electronic media (sending or receiving), for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the

systems' use for their educational purposes. However, employees and learners are expected to demonstrate a sense of responsibility and not abuse this privilege.

Priority is given to staff members using these computers for school purposes. These computers may not be used for social media purposes (such as Facebook, Instagram, Twitter etc.). Staff must limit the amount of printing for personal use. Staff may not use the school internet for excessive personal downloads, including movies.

Learners may utilise the school computer room as permitted by their teacher or therapist, and with supervision. Similarly, learners may only print for school-related purposes, with permission. Learners may not use the school internet for personal downloads, including movies.

SECTION 4

SOFTWARE

To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through the school may be downloaded by the school employed IT company and / or computer teacher. Employees and learners should use virus trapping software on any home computer that is used to download planning or other information onto the school computers. Staff or learners should contact the computer teacher if they have any questions. Neither staff nor learners may deactivate and / or uninstall antivirus protection on any computer.

SECTION 5

USE OF STAFF COMPUTERS

Staff may not:

- Unplug any computers (unless in the event of lightning or power surges)
- Change any software settings
- Change any printing settings
- Change internet settings
- Eat or drink at the computers
- Print more than one copy of a document. One original copy can be printed. Extra copies must be made on the photocopy machine.

Staff must log off after they have used the staff computers.

No parents or learners may utilise these staff computers.

Cell Phone and Device Policy

SECTION 1

CELL PHONES AT SCHOOL

Learners are not permitted to bring cell phones to school. If they are required for any particular reason, ie: to use in a lesson, they must be handed to the class teacher at the start of the school day, and only used in the specific lesson, with the teacher/therapist's permission, and under supervision. This includes Smart Watches. Cell phones will be returned to learners at the end of the school day. No learner is allowed to use their cell phone

on the school premises. If in an emergency, a child needs to contact their parents, this **MUST** be done in the presence and with the attention of a teacher or therapist. Cell phones will be confiscated if they are seen being used during the school day and parents will be asked to come to school to collect the cell phone from the office. Cell phones are banned from use in examinations and learners are at risk of being disqualified should their cell phone be misused or cause disruption. The calculator facility of cell phones cannot be used as part of any examination.

Exceptions: If a child does need their watch for medical purposes, the parent will need to sign a consent form and the child will only be allowed to use it for this purpose.

PLEASE NOTE: According to the POPIA act, no photographs, video or voice recordings may be taken without the explicit permission of the parties involved. This relates to learners having cellphones, tablets, iPads, smart watches etc in lessons, as well as when parents attend meetings.

SECTION 2

PROHIBITED USE OF CELL PHONES OR DEVICES

The technology of cell phones and devices has developed such that they now have the facility to record sound, take photographs and video images. This new technology is open to abuse leading to the invasion of privacy. In the event of a cell phone or device being used to record sound, photographic or video images of any persons in the school, learners or staff, the cell phone will be confiscated. Parents will be asked to collect the cell phone from the office and the individual learner concerned will be banned from bringing a cell phone into school for an indefinite period.

SECTION 3

RESPONSIBILITY

Devices are expensive items and the school will not take any responsibility for any device if it happens to be stolen, damaged or lost whilst at school. Parents/guardians need to insure this equipment privately. This includes cell phones, iPads, Tablets, earphones, chargers, covers, tablets, laptops, other electronic equipment.

Content on devices remains the responsibility of parents/guardians who should check these devices on a regular basis, and at any time. Parents must have their child's password to be able to do so. The school also reserves the right to check on cell phones or devices to ensure that the content is safe and age appropriate. Class teachers will need to be given the child's password. If inappropriate content is discovered on any device, the device will be confiscated and a team meeting will be called to resolve the matter.

SECTION 4

STAFF CELL PHONE POLICY

Please refer to the teaching and therapy staff code of conduct, section 1. Communication, cellphones, social media and emailing.

iPad/ Tablet Policy

SECTION 1

IPADS/ TABLETS AT SCHOOL

Learners who have been granted permission to bring iPads/ Tablets to school, for learning purposes, must lock them away as they arrive at school as well as at the end of the school day, while on the quad or in extra mural activities, in the iPad/ Tablet lockers that can be found in the office building. During the school day, these will need to be given to the class teacher for safe storage. Learners are responsible for purchasing and using their own lock for the locker that they use.

SECTION 2

PROHIBITED USE OF IPADS/ TABLETS

The technology of iPads/ Tablets has the facility to record sound, take photographs and video images. This technology is open to abuse leading to the invasion of privacy. In the event of iPads/ Tablets being used to record sound, photographic or video images of any persons in the school, learners or staff, the iPad/ Tablet will be confiscated. Parents will be asked to collect the iPad/ Tablet from the office and the individual learner concerned will be banned from bringing these devices into school for an indefinite period.

These devices may only be used during class times with supervision of a staff member. They may not be used during breaks, before school or after school on school property. Ipads and tablets will be used as a tool for educational purposes and not for entertainment purposes. Therefore, games, music, movies, social media and apps found to be inappropriate for educational purposes will not be permitted at school. Again, if found, the device can be confiscated and the matter taken up with parents as per the discipline policy.

SECTION 3

WI-FI USAGE

Glenoaks School runs Wi-Fi connectivity which enables learners to work effectively. Learners are connected to a different Wi-Fi group which has restrictions on it. The password for this Wi-Fi is changed weekly and is only given to the learners by a staff member when required. This connection is available to the learner, during weekdays from 08:00 to 14:00.

SECTION 4

RESPONSIBILITY

Devices are expensive items and the school will not take any responsibility for any device if it happens to be stolen, damaged or lost whilst at school. Parents/Guardians need to insure these devices privately. This includes cell phones, iPads, Tablets, earphones, chargers, covers, tablets, laptops and other electronic equipment.

Content on devices remains the responsibility of parents/guardians who should check these devices on a regular basis, and at any time. Parents must have their child's password to be able to do so.

The school also reserves the right to check on cell phones or devices to ensure that the content is safe and age appropriate. Class teachers will need to be given the child's password. If inappropriate content is discovered on any device, the device will be confiscated and a team meeting will be called to resolve the matter.

SECTION 6

DIGITAL SECURITY OF ALL DEVICES

Please refer to the POPIA Policy, Section C. Digital security and communication.

Social Media / School Website

SECTION 1

STAFF

Please refer to the teaching and therapy staff code of conduct, section 1. Communication, cellphones, social media and emailing and the POPIA Policy, Section C. Digital security and communication.

SECTION 2

LEARNERS AND PARENTS/ GUARDIANS

Learners do not have access to any social media platforms while on school property. It is the right and responsibility of the parents/ guardians to check the content of their child's technological devices and to have their passwords.

Parents/ guardians need to give consent if they are willing to have their child appear on the School Website/ Facebook page. This consent form will be signed yearly. Children with divorced parents are required to have permission from both parents.

Policy Review

1st Review May 2019 – New additional policy on i-Pad, tablet use.
- Use of staff computers

2nd Review January 2020 – Addition of other electronic devices and extensions to responsibility section.

3rd Review October 2021 - Addition of the POPIA Policy

4th Review March 2024-Changed to only Glenoaks School