

Domino Servite School



Accreditation Number 13SCH0100008 Registration Number 122581

Acceptable Use Policy (Computers)

1. Authentication

- 1.1 Learners may access the school computer system with a user name and password.
- 1.2 It is the learners' responsibility to keep his/her password confidential and change it regularly. Computer activity and accountability is tracked back to these details.
- 1.3 Internet access is recorded in a database and is tracked back to the user who is logged in. Internet activity is scanned for inappropriate activity.

2. Permission

- 2.1 Computer use takes place under the supervision of a school employee.
- 2.2 Computers may only be used with permission from the subject teacher.

3. Storage

- 3.1 Storage devices may only be used when deemed necessary by the subject teacher.
- 3.2 Storage devices used by learners on school computers may contain only school related content.
- 3.3 A virus scan will be run on storage devices before use. A learner may be banned from using storage devices if the devices are repeatedly found to be virus infected.
- 3.4 No multimedia device that doubles as a storage device may be used by learners.
- 3.5 Learners may not copy documents or programs, including audio, pictures and video, onto the computers without permission.
- 3.6 Film studies may only be accessed by stipulated grades.

4. Hardware use

- 4.1 Documents are printed at 50c per page.
- 4.2 Private printing is liable to be charged at a nominal fee.
- 4.3 Printing is supervised by staff members. Learners may not print without permission.
- 4.4 Learners who damage equipment will be liable.
- 4.5 Computer equipment may not be moved by learners.

5. Internet and Email

5.1 Learners may use email when it is curriculum-related and permission has been granted.

5.2 Learners may not

- use the Internet to access inappropriate material that does not comply with the ethos of the school (e.g. pornography etc.).
- use the Internet to publish material copyrighted to someone else.
- access on-line social media sites.
- use the Internet for social interaction unrelated to school.
- use the Internet to download anything that is not school related.
- search for images on search-engines unless under strict supervision.
- download audio/multimedia files from the Internet.
- download or spread malware.
- use the computers for games.
- play audio or video material without permission.
- change system or desktop settings on the computers.

6. User restrictions

Certain restrictions can be placed on a learner's account. This includes disk space allocation and program access. Restrictions will be enforced as required.

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We have read the Acceptable Use Policy and support it.

Parents/Guardians

Name & Surname _____ Signature _____

Name & Surname _____ Signature _____

Learner

Name & Surname _____ Signature _____

Date _____