

## WYNBERG GIRLS' JUNIOR SCHOOL

### ACCEPTABLE USAGE POLICY (AUP) FOR ALL COLLABORATIVE, COMMUNICATION AND PRODUCTIVITY APPS FOR BOTH PARENTS AND STUDENTS

Wynberg Girls' Junior School offers Microsoft Teams as a platform for the use of students and parents for online teaching. This document is the Acceptable Use Policy for your use as parents and students. The Platform (herewith referred to as Microsoft Teams) has been established for a limited educational purpose to include activities, and communication between teacher and student. It has not been established as a public access or public forum and Wynberg Girls' Junior School has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system and enforce all rules set forth in the school code of conduct. Further, you may not use Microsoft Teams for commercial purposes to offer, provide or purchase products or services through this system or use the system for political lobbying. Any other collaborative, communicative and productivity apps which will be used during online teaching will adhere to the same restrictions and regulations as stated above and below.

You agree that the following uses of the platform are unacceptable :

#### **Personal Safety**

- You will not post contact information (eg. Address, phone numbers, passwords, usernames, IP addresses) about yourself or any other person.

#### **Illegal Activities**

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your administrator.
- All communication directed at an individual or group eliciting ill feelings will not be tolerated.
- The platform will not be used as a social platform.
- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will immediately notify a teacher or system administrator if you have identified a possible security problem.
- You will avoid the inadvertent spread of computer viruses by following the utmost care when downloading files.
- Before using files on flash drives, the antivirus scan must be completed first before using it. If a virus is detected, it must be reported to the IT administrator.

### **Inappropriate Language**

- On any and all uses of the platform, whether in application or online; messages or material posted on the platform you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

### **Respect for Privacy**

- You do not use someone else's password or username.
- You will not repost a message that was sent to you privately from the teacher without permission of the person who sent you the message.
- You will not post private information about yourself or another person.

### **Respecting Resource Limits**

- You will use the platform only for educational activities and communication with the teacher.
- You will not post chain letters or engage in "spamming" (that is, sending any annoying or unnecessary messages).

### **Plagiarism and Copyright Infringement**

- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce work that is protected by a copyright. If work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

### **Your Rights**

- Free Speech
  - Your right to free speech also applies to your communication on the platform. The platform is considered a limited forum, therefore the school may restrict your right to free speech for valid educational reasons.
- Search and Seizure
  - You should expect no privacy of the contents of your personal files on the school platform. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law.
- Due Process
  - The school will cooperate fully with officials in any investigation related to illegal activities conducted through Wynberg Girls' Junior School. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of our system, you will be given written notice of suspected violations and an opportunity to present an explanation according to the school code and/or law.

Additional restrictions may be placed on your use of your account on the platform.

- The school makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. The school will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorised use of the system.
- When you are using the platform, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules. Anyone caught breaking these rules will be subjected to conditions as stipulated in the School Code of Conduct.

Governing Body Chairperson:

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Principal:

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1st Edit date:

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Policy drawn up on 13 April 2020