



Bishops Preparatory

Acceptable Use Policy

August 2022

Introduction

This document conveys the responsibilities that students at Bishops Prep, supported by their parent / guardian(s), accept regarding technology usage.

Bishops Preparatory provides access to technology for approved educational purposes to enhance teaching and learning. We encourage appropriate and constructive use of iPads in the classroom but are mindful that guidelines need to be put in place to protect the safety, welfare, confidentiality, and dignity of our students.

Appropriate use of the Internet and iPads is conveyed to students via management and teaching staff. All internet activities are logged, monitored, and archived by the ICT Department. ICT leadership may access all logs and may review files and communications should the need arise.

The guidelines in this document encourage the development of students who are:

- self-sufficient, responsible users of technology
- creative, digital collaborators
- able to maintain a healthy balance between the digital and real-world

Agreement to the conditions specified is a requirement for all who make use of the technology available at the school. The guidelines within this policy apply to all users of and all devices connected to the Bishops network.

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Campground Road • Rondebosch • 7700 • Cape Town • South Africa PRINCIPAL: Antony Reeler
TEL: 27 21 659 1000 FAX: 27 21 659 1013 EMAIL: principal@bishops.org.za WEBSITE: www.bishops.org.za



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Expectations

Students are personally responsible for their actions when using the school's electronic resources and students are expected to adhere to the rules and spirit of the Prep Acceptable User Policy.

Students are expected to:

- practise good digital citizenship – always be careful, respectful, thoughtful, and honest in all areas of their digital lives
- look after their iPad
- ensure their iPad is fully charged each day and that there is 3GB of space available
- only use their iPad at school under the instruction of a teacher for classroom activities
- only use email with the permission of a teacher (via the school Wi-Fi)
- avoid plagiarism and obey all copyright laws
- only photograph or video other people for approved classroom tasks with their permission
- report inappropriate online behaviour or cyber bullying
- use OneDrive or Teams to distribute documents to reduce the school's carbon footprint
- maintain a healthy balance between the digital and real-world – time manage their technology use
- never access, keep, or send anything they would not want their parents or teachers to see

Unacceptable Use

The list provided below is a guideline. Other unacceptable behaviours not outlined are by no means excluded.

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Students may not:

- use an iPad without a teacher's permission
- attempt to bypass the school firewall - this specifically includes the use of SIM cards and VPNs
- access or attempt to access inappropriate content – this specifically includes violent, pornographic, or sexually explicit material
- play games or access sites or Apps which have no relevance to academic work
- use offensive or discriminatory language, sounds or images in any communication sent - this includes anything which may be deemed to be impolite, anti-social, profane, Satanist, abusive, racist, or sexist
- make use of social media or instant messaging as they are underage
- send or re-send any personal or inappropriate material
- spread or attempt to spread viruses
- store inappropriate, illegal, or malicious content on their device or in their school cloud storage

Bishops User Account

Bishops provides each student with login credentials. These credentials are used to access the services provided by the school. They are privileged and confidential and should be treated as such.

Students may not:

- under any circumstances share their login details with another user
- use or attempt to use another student's login and thereby impersonate (and possibly incriminate) another student
- access files other than their own

Any activity that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

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Educational Software

Bishops purchases annual School License Agreements for the following educational software:

- Microsoft Office 365 Educational Package - online suite providing access to apps such as Outlook, Word, PowerPoint, and Teams as well as 1TB of OneDrive storage space.
- My CyberWall - electronic textbook aligned with the South African curriculum, offering fun and effective resources and activities.
- Mathletics – online maths program which builds confidence through personalized learning, exciting games, and mastery challenges.
- Klikd App - interactive learning experience and digital citizenship programme aimed at upskilling students to be safe, responsible, and happy online users.

Legally, children under the age of 13 may not download apps or create user accounts.

Parents will therefore be responsible for downloading the app and creating their son's Klikd profile using a parent's name and date of birth.

Breach of Policy

The ICT staff at Bishops have the right to investigate any student's electronic content who in their opinion might be transgressing either the rules or the spirit of this Acceptable Use Policy.

The violation of the school rules concerning the use of the network, electronic media and communication will result in the same disciplinary actions as would result from similar violations in other areas of Bishops life.

Any breach of this policy will be dealt with according to the Discipline policy of the school.

Expiration

This agreement is valid until further notification by Bishops.

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Acknowledgement, Permission and Acceptance

Please sign to confirm that:

1. You have reviewed this policy with your son and ensured that he is aware of and understands:
 - his responsibility regarding technology use at Bishops Prep
 - the school's expectations and guidelines
 - that normal behavioural expectations also apply to his digital use
2. You give permission for a user account to be created for your son for the following software:
 - Microsoft 365
 - My CyberWall
 - Mathletics

Date: _____

Student

Signature: _____

Name: _____

Parent

Signature: _____

Name: _____

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