



Responsible User Policy

Learners - 2018

Rhenish Girls' High School believes that all learners should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other technologies available to learners and teachers offer a multitude of global resources. The goal in providing these services is to enhance the educational development of our learners. Each learner is responsible for her use of technology.

I _____ (name of learner) realise that the use of technology is a privilege and not a right. I accept the following responsibilities:

Responsibility to myself

I will

- act safely by not sharing personal information in any of my projects. I will not give out my family name, email address, home address, school name or other information that could help someone locate or contact me in person.
- notify an adult immediately if I inadvertently encounter any inappropriate materials.
- be aware of the opportunities and risks posed by new and emerging technologies and I will assess the personal risks of using any particular technology, I will also behave safely and responsibly to limit those risks.
- take responsibility for the care and safety of my own device. My device will be clearly labelled.

I will not

- post identifying photos or videos of myself or any other learners or staff members.
- share my passwords with another person.

Technology protection measures (or "Internet filters") shall be used by the school to block access to inappropriate information. However, no filtering system is foolproof, therefore, each learner must take responsibility for the sites and material that they access.

Anything reposted by a learner will be treated in the same manner as if they were the original author.

Responsibility to others

I may not

- use any form of electronic communication to harass, intimidate, or bully anyone.
- use my device to harm others or their work.
- post photos or videos of a person at school or at any school-related activity without their explicit permission.
- post photos or videos of a person that could harm either the person or the school's name. .
- take photos or videos of anybody who is not aware of it or when asked not to record it.
- post any information if it: violates the privacy of others, jeopardizes the health and safety of others or is obscene or libelous.
- trespass in another's folders, work, or files or make use of their passwords.

I will treat blogs and wiki spaces as I would a classroom space, and I will use appropriate and respectful language.

Responsibility to learning

- My device will only be used in class when I have permission from the teacher.
- My earphones will not be used during school hours (7:40 - 14:20), unless I have a teacher's **explicit permission**.
- I will not use my mobile device to make phone calls during school hours or to communicate with anybody using any form of instant messaging.
- I agree that while at school the purpose of my device is learning. Using it for other purposes will deplete the battery which will prevent me from using it for learning.
- My device will always be charged.
- If there is a problem with my device I will take it to the school technician **immediately**, so as not to interrupt my learning.
- I will not use my device to attempt to cheat in any assessment.
- I respect plagiarism and copyright laws.

Responsibility to protect resources

I may not

- damage, change, or tamper with the hardware, software, settings or the network in any way.
- interfere with the operation of the network or attempt to bypass Rhenish's firewall and Internet content filters.
- waste limited resources such as disk, server space or bandwidth.
- connect to the internet via any connection (3G) except the school's wifi network, during school hours. Any phone internet connection, such as 3G, must be switched off if possible and the device priority pointed to the school's wireless network.
- Make excessive use of data on the school's network by streaming music, downloading apps or watching video's for non-academic purposes.
- Use my school account to sign up for apps/websites unless instructed to do so by a teacher.

I will ensure that

- all unused apps on my device are closed during school hours, to prevent them from using unnecessary bandwidth and depleting my battery.
- I have virus protection software on my device, to prevent viruses from entering the school's network through my device.

Each learner will be issued with a Google account for the duration of their time at Rhenish. This account will be terminated once the learner leaves Rhenish. It is the learner's own responsibility to transfer all data to a personal account before their school account is deleted.

The School Principal retains the right to be the final arbitrator of what is and is not appropriate content. Consequences for breach of this policy will be determined by the Principal and may include banning an individual student from bringing her mobile device to school.

I am prepared to be held accountable for my actions and will accept the loss of privileges, or other appropriate consequences if these rules are violated.

Lost or stolen devices

Each user is responsible for her own device and should use it responsibly and appropriately. **Rhenish Girls' High School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.** While school employees will advise learners on how to secure their devices, final responsibility for securing her device remains that of the learner. Please check your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss and/or damage.

Google Account

These are the principles which all RGHS learners must adhere to while making use of their Rhenish issued Google account.

1. Code of conduct

When making use of a Rhenish account, @rhenish.co.za, the learner is identifying herself with the school and, therefore, all interaction on this account falls under the General Rules and Disciplinary Procedures set out in the Code of Conduct.

2. Separate personal and school emails

The Rhenish account must be used for all school related activities. Learners should not use the school account to sign up for any websites or apps that is not approved by the school and used for academic purposes or to send and receive personal emails.

3. Proper use of emails.

All emails send from the school account reflect on Rhenish and should portray a professional image. Improper spelling, grammar, and punctuation is not only unprofessional it also makes reading difficult and can even change the meaning or obscure the meaning of the text. Use the spell checker to ensure that all words are spelled correctly. One also wants to make sure to come across as respectful, friendly and approachable; a short, demanding and rude tone must be avoided.

4. Inappropriate language

When inappropriate words appear in an email, the system admin will automatically flag it and forward the email to the Grade Head.

5. Do not forward chain letters

It is against the policy of the Provincial Government of the Western Cape to use school email facilities to forward chain letters (including hoaxes and other spam).

6. Do not send emails containing objectionable remarks

Do not send emails containing libelous, defamatory, racist, sexist or otherwise offensive remarks. Even just forwarding an email containing such comments may make one responsible and result in disciplinary action.

7. Expectation of privacy

Even though all efforts are made to respect the privacy of learners, learners should be aware when making use of their Rhenish account that their emails can be accessed by the principal as evidence in disciplinary procedures.

8. Termination of account

A learner's account will be terminated once they are no longer a learner at Rhenish. It is the learner's responsibility to ensure that all important data has been transferred from their account before the end of their school career.

Name of learner: _____

Signature of learner: _____

Name of parent/guardian: _____

Signature of parent/guardian: _____

Date: _____