Ivinar Park Academy Digital Technologies Policy

1.1 INTRODUCTION

Ivinar Park Academy recognizes the significance of digital technologies in enhancing the educational experience. To ensure a safe, productive, and secure digital environment, this policy outlines the guidelines for internet usage, cybersecurity, and computer usage within the school.

2 PURPOSE

The purpose of this policy is to:

- Promote responsible use of digital technologies in education.

- Safeguard students, staff, and the school network from cyber threats.

- Ensure a conducive learning environment through appropriate use of digital resources.

3 INTERNET USAGE FOR LEARNING PURPOSES

- **Permitted Use**: The internet is to be used primarily for educational purposes, including research, online assignments, and accessing educational resources.

- **Supervised Access**: Students are only allowed to access the internet during supervised sessions within the designated access times.

- **Educational Resources**: Students are encouraged to use only school-approved educational websites and platforms.

4 CYBERSECURITY

- **Network Security**: The school will implement firewalls, antivirus software, and regular security updates to protect the school's digital infrastructure.

- **Passwords**: Students must use strong, unique passwords for accessing school computers and online platforms. Passwords should not be shared.

- **Personal Information**: Students and staff are prohibited from sharing personal information (such as home addresses, phone numbers, or passwords) online.

5 CYBERBULLYING

- **Zero Tolerance**: The school has a zero-tolerance policy towards cyberbullying. Any form of harassment, intimidation, or bullying online will be dealt with according to the school's disciplinary procedures.

- **Reporting**: Students are encouraged to report any incidents of cyberbullying to a teacher or school administrator immediately.

6 COMPUTER USAGE

- **Designated Use**: School computers are to be used solely for educational purposes. Personal use, including gaming, social media, or streaming, is prohibited during school hours.

- **Proper Care**: Students are expected to handle all school equipment with care. Any damage or technical issues must be reported to the IT department immediately.

- **Log Out**: Students must log out of their accounts after use to protect their privacy and security.

7 ACCESS TIMES

- **School Hours**: Internet access and computer usage are permitted during school hours from 8:00 AM to 4:00 PM, under supervision.

- **After Hours**: Limited access may be granted for after-school programs or research, with permission from a teacher or administrator.

8 COMPUTER LAB RULES

- **Supervision**: A teacher or authorized staff member must always supervise students in the computer lab.

- **Cleanliness**: No food or drinks are allowed in the computer lab to maintain equipment.

- **Respect for Equipment**: Students should not tamper with or alter the hardware or software configurations on school computers.

9 DIGITAL-AIDED LEARNING: DOS AND DON'TS

- **Do**:
    - Use digital tools and resources as directed by teachers.
    - Stay on task and focus on educational activities.
    - Follow the guidelines for safe and responsible online behavior.

- **Don't**:
    - Access or distribute inappropriate content.
    - Use technology for non-educational purposes during school hours.
    - Engage in any activities that could harm others or disrupt the learning environment.

10 PROHIBITED SITES AND BLOCKED KEYWORDS

- **Prohibited Sites**: The following categories of websites are strictly prohibited and will be blocked on the school network:
    - Social media platforms (e.g., Facebook, Instagram, Twitter)
    - Gaming sites
    - Streaming sites (e.g., YouTube, Netflix)
    - Adult content and gambling sites

o Chat rooms and forums not related to educational purposes

- **Blocked Keywords**: The school will maintain a list of blocked keywords to prevent access to inappropriate content. This list will be regularly updated by the Business transformation department.

11 COMPLIANCE AND CONSEQUENCES

- **Monitoring**: The school reserves the right to monitor all digital activity on its network and devices.

- **Consequences**: Violations of this policy will result in disciplinary action, which may include loss of computer privileges, detention, suspension, or other consequences as determined by the administration.

12 POLICY REVIEW

This policy will be reviewed annually by the school administration to ensure its relevance and effectiveness in promoting a safe and productive digital learning environment.

On Behalf of Trukumb Group	
Business Transformation Manager	Sikhulile Dube
Signature	
Date	**Friday, August 9, 2024**
On Behalf of Ivinar Park Academy	
Principal	
Signature	
Date	
Parent/ Guardian	
Full Name	
Signature	
Date	