

CORNWALL HILL COLLEGE

Information and Communication Technology Policies



Policies relevant to the acceptable use, application and governance of Information and Communication Technology in Cornwall Hill College.



SECTION 1 -----	4
ACCEPTABLE USE POLICY FOR NETWORK ACCESS AT CORNWALL HILL COLLEGE -----	4
1 Introduction-----	4
2 Internet Access-----	4
3 Terms and conditions of use-----	5
3.1 Acceptable use -----	5
3.2 Procedures for use-----	6
3.3 Rules governing use -----	6
3.4 E-mail usage-----	7
3.5 Network/Hardware usage -----	7
3.6 Improper use and error messages-----	8
3.7 Penalties for improper use -----	8
3.8 Warranty -----	8
3.9 Security-----	8
3.10 User privacy-----	9
SECTION 2 -----	10
ACCEPTABLE USE POLICY FOR MOBILE TECHNOLOGY IN CORNWALL HILL COLLEGE-----	10
1 Introduction-----	10
2 Personal safety and security-----	10
3 Responsibility-----	10
4 Acceptable Uses-----	10
5 Unacceptable Uses-----	11
6 Theft or damage -----	11
7 Sanctions-----	12
SECTION 3 -----	13
ACCEPTABLE USE POLICY FOR MOBILE TECHNOLOGY IN CORNWALL HILL COLLEGE-----	13
1 Introduction-----	13
2 Responsibility-----	13
3 Acceptable Uses-----	13
4 Unacceptable Uses-----	13
5 Theft or damage -----	14
SECTION 4 -----	15
ACCEPTABLE USE POLICY FOR BLOGS AND WEBSITES OWNED AND WRITTEN BY EMPLOYEES AND LEARNER ACCOCIATED WITH CORNWALL HILL COLLEGE -----	15
1 Principles-----	15



2 Acceptable Use -----	15
SECTION 5 -----	17
ACCEPTABLE TECHNOLOGY USE IN CORNWALL HILL COLLEGE -----	17
1 Acceptable Use -----	17
2 Privileges -----	17
3 Internet Etiquette -----	17
4 No Warranties -----	17
5 Security -----	18
6 Vandalism -----	18
7 Users must appreciate the following: -----	18
8 Users owning/publishing to websites or blogs -----	18
<i>USER AGREEMENT:</i> -----	19



SECTION 1

ACCEPTABLE USE POLICY FOR NETWORK ACCESS AT CORNWALL HILL COLLEGE

Target Audience: All network users with the exclusion of Grade 000 to Grade 3 learners at Cornwall Hill College

1 Introduction

Technology is a vital part of education and the curriculum of Cornwall Hill College. In an effort to promote learning and expand educational resources for students, the college has made arrangements to provide Network access which would include Internet access to students and staff. The college's goal in providing this service is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to the Network would allow students and staff to collaborate on different projects, marks, assignments and create a interconnectivity vital for teamwork. This would include access to the Internet, an "electronic highway" connecting millions of computer users all over the world, allowing students and staff the opportunity to communicate with others on a global level and access educational materials worldwide.

Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes and not to access materials inappropriate for students. To that end, the college administration is directed to develop appropriate procedures governing the use of college computers to access the Internet.

As part of the implementation of the administration's procedures, students and staff must be informed of the appropriate use of technology. Students (Gr 4 – 12) and staff must sign a form acknowledging that they have read and understand the technology acceptable use policy and administrative rules; that they will comply with the policy and administrative rules; and that they understand the consequences of violating the policy or administrative rules.

Student Internet activities will be monitored by the college to ensure students are not accessing inappropriate sites that have visual depictions that include, but is not limited to, obscenity, pornography or other material deemed harmful to minors. As such, if action as sanctioned by the college is deemed ineffective, as with all such incidents, the college may consider it appropriate to involve the police.

2 Internet Access

Because technology is a vital part of the educational process and the curriculum of Cornwall Hill College, the college endeavors to provided access to the Internet when appropriate. By providing this access, the college intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication and learning and by allowing access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

- ***locally networked reference and research sources;***
- ***global information and news;***



The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the college's presence on the World Wide Web. This medium of communication provides an opportunity to share accurate information with the community, the country and the world about the college's curriculum and instruction, college-authorized activities and other related information. Cornwall Hill College provides this instructional resource as an educational tool for staff and pupils, and the technology acceptable use policy and administrative rule will govern its uses. The failure to follow this policy or administrative rule may result in the loss of privileges or other disciplinary measures.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. Cornwall Hill College has taken precautions to restrict access to controversial or inappropriate materials; however, on a global network it is impossible to control access to all materials, and an industrious user may discover controversial information. The college firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the college.

The smooth operation of the technology network relies on the proper conduct of the end users who must adhere to strict procedures. These procedures are provided so that students and staff are aware of their responsibilities when using the technology and the Internet. Any violations of these procedures will subject the user to appropriate disciplinary action and possible denial of access to the Internet. In general, this requires efficient, ethical and legal utilization of the network resources.

Because access to the network provides connections to other computer systems located all over the world, users and parents of students who are users must understand that neither the college nor any college employee controls the content of the information available on all of these systems. The college does not condone the use of controversial or offensive materials and cannot be held responsible for such use.

Prior to accessing the Internet, users will receive instructions on the appropriate use of the Internet. Users must sign a form acknowledging that they have read and understand the policy and the administrative rules, that they will comply with the guidelines set forth therein, and that they understand the consequences for violating these guidelines.

3 Terms and conditions of use

3.1 Acceptable use

The purpose of the college's educational network is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. **All use of the Internet and network must be in support of education and research and be consistent with the educational goals of Cornwall Hill College.** Use of other network or computing resources must comply with the rules governing these networks.

Transmission of any material in violation of local laws or regulations is prohibited. This includes, but is not limited to, the following.

- copyrighted material
- threatening or obscene material



- material protected by trade secret

Access to computer systems and networks owned or operated by the college impose certain responsibilities and obligations on users and is subject to college policies and local laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.

3.2 Procedures for use

Users may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities.

All computer and Internet usage by users are to be consistent with the Cornwall Hill College mission, values and policies.

3.3 Rules governing use

All users must abide by the generally accepted rules of network etiquette, including the following. (Inappropriate use will result in the cancellation of network privileges.)

- Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
- Never reveal the personal address or phone number of yourself or others, unless it is to support the educational mission of the college.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- Do not disrupt, harass or annoy other users.
- All communications and information retrieved via the Internet should be assumed to be private property and copyrighted. Always cite all quotes, references and sources.
- Never deliberately access inappropriate or restricted information or other information not directly related to the educational purposes for which access is being provided. Restricted information includes the following:
 - obscene, libelous, indecent, vulgar, profane or lewd materials
 - advertisements for products or services not permitted to minors by law
 - insulting, fighting and harassing words
 - other materials that may cause a substantial disruption of the academic environment

Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the following.

- uploading or creation of computer viruses
- deletion or alteration of other user files or applications



- removing protection from restricted areas
- unauthorized blocking of access to information, applications or areas of the network

Remain on the system only as long as necessary to complete your work so that other individuals will have equal opportunities to access the Internet.

Use the Internet only for research and academic reasons. Do not use the system for financial or commercial gain.

Always follow the instructions of the supervising staff members.

Safeguard any passwords. ***Passwords are for your use only and should not be shared with others.***

Do not access or modify files to which you have not been given appropriate authorization.

First and last names should never be used.

3.4 E-mail usage

Users are not ***allowed to access personal accounts through college Internet connections.***

Users should not utilize the college e-mail system to advertise or solicit business.

Chain letters are prohibited.

Users should adhere to common rules for e-mail etiquette.

Users are not permitted to transmit any material in violation of any laws or regulations. Restricted material includes, but is not limited to, the following.

- obscene, libelous, indecent, vulgar, profane or lewd materials
- advertisements for products or services not permitted to minors by law
- insulting, fighting and harassing words
- other materials that may cause a substantial disruption of the academic environment

Students and staff should notify appropriate personnel upon receipt of inappropriate e-mails.

Users will not jam the network with spam mail, viruses, etc.

3.5 Network/Hardware usage

Users will not deliberately interfere with the network by altering restricted files.

Users will adhere to all licensing guidelines when loading software. The college will be provided the original license when any software is loaded onto college equipment.

Users are prohibited from vandalism of any college equipment or software. Vandalism includes, but is not limited to, the following.

- malicious damage to hardware



- harm or destruction of software
- alteration of another user's data
- deliberately overriding or disabling college protection software

3.6 Improper use and error messages

The college requires users to report any of the following to their supervisor or the building network administrator upon discovery.

- any messages, files, Web sites or user activities that contain materials that are in violation of this policy or administrative rule
- attempts by any user to abuse or damage the system or violate the security of the network and its resources
- any illegal activity or violation of college policy
- any error messages or problems indicating that the system is not working properly

Concerns about the content of any page(s) created by students or staff should be directed to the building principal, school media specialist, or to the user's supervisor

3.7 Penalties for improper use

Any user who violates the terms of this policy and administrative rule or otherwise misuses the Internet and/or technology to access inappropriate material will be subject to disciplinary action.

Any user who deliberately damages college hardware will be charged for any repair or replacement costs.

Cost to repair damages that result from deliberate attempts to override or disable protection software will be charged to the user.

3.8 Warranty

The college makes no warranties of any kind, whether expressed or implied, for the service it is providing. Cornwall Hill College will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system's negligence, user errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The college specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Materials on web pages reflect an individual's thoughts, interests and activities. Such web pages do not, in any way, represent individual schools or the college, nor are they endorsed or sanctioned by any individual school or the college.

Given the rapid change in technology, some of the technical standards outlined in this policy and administrative rule may change throughout the year. The college network specialist with approval of the College management will make such changes. The policy and administrative rule may be updated on an annual basis or more frequently if required.

3.9 Security



Security on any computer system is a high priority; especially when the system involves many users. If a student member believes they have identified a security problem on the network, they should notify their supervisor and a member of the technology department. The problem should not be demonstrated to other users.

Attempts to log onto any network as a system administrator without permission will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restriction or cancellation of privileges. If an individual needs administrative rights for a college related task this can be obtained for a limited period of time from the IT Network Specialist.

3.10 User privacy

Cornwall Hill College reserves the rights to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school by staff and students. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic format.

All documents on the college's server(s) must conform to college policies and regulations, as well as established college guidelines. Some of the relevant issues and related board policies include the following.

Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via Cornwall Hill College's equipment, including its Web server(s).

Documents created for the Web by school personnel and linked to other pages will meet the criteria for use as an educational resource.

All communications via the college Web pages will comply with the college's technology acceptable use policy and the college code of conduct policy. Offensive behavior that is explicitly prohibited by these policies includes religious, racial, and sexual harassment and/or violence.

Any information communicated via college Web pages will comply with college policies on data privacy.



SECTION 2

ACCEPTABLE USE POLICY FOR MOBILE TECHNOLOGY IN CORNWALL HILL COLLEGE

Target Audience: All learners at Cornwall Hill College that bring Mobile Technology onto school property.

1 Introduction

The increased ownership of mobile phones requires that Cornwall Hill College management, teachers, students, and parents take steps to ensure that mobile phones and other mobile technology are used responsibly within the educational environment.

This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed.

In order for students to carry a mobile phone or other mobile technology during school hours, students and their **parents or guardians must first read, understand and agree to the Acceptable Use Policy for mobile technology in Cornwall Hill College.**

The Acceptable Use Policy for mobile phones and other mobile technology also applies to students during college excursions, camps and extra-curricular activities.

2 Personal safety and security

CORNWALL HILL COLLEGE accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children traveling alone or commuting long distances to the college. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time.

3 Responsibility

It is the responsibility of students who bring mobile phones or other mobile technology onto college premises to adhere to the guidelines outlined in this document. The decision to provide a mobile phone or other mobile technology to their children should be made by parents or guardians and as such parents should be aware if their child takes a mobile phone or other mobile technology onto college premises.

Permission to have a mobile phone or other mobile technology at college while under the college's supervision is contingent upon parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time and must notify the college of their decision in writing.

4 Acceptable Uses

Parents are reminded that in cases of emergency, the college front office **remains** a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.



At other times, while on college premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

5 Unacceptable Uses

Mobile phones and other mobile technology should be ***switched off during classroom lessons and other educational activities such as assemblies***. There will be no exceptions to this part of the policy.

If not directly used in educational practices in class, students may access the music function or video function of mobile technology ***only during breaks or after school***.

Students may not use the school internet access to download any content, music or otherwise, without the express instruction of an educator and only then for sanctioned academic purposes.

Virtual identities that are imbedded in any mobile technology and accessed by any means, are expected to conform to acceptable naming standards.

Mobile phones or other mobile technology should never be used to take photos in change rooms, toilets or in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the college.

Should there be disruptions to lessons caused by a mobile phone or other mobile technology; the responsible student will face disciplinary action.

Any student/s caught using a mobile phone or other mobile technology to cheat in exams or assessments will face disciplinary actions.

Any student who uses, displays, broadcasts, or distributes vulgar, derogatory, obscene or otherwise unsuitable material using any form of mobile technology will face disciplinary actions.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the college is deemed ineffective, as with all such incidents, the college may consider it appropriate to involve the police. Hence, students with mobile phones and other mobile technology must not engage in personal attacks, harass another person, or post private information about another person using any means, taking/sending photos or objectionable images, and phone calls.

Students using mobile phones or other mobile technology to bully other students will face disciplinary actions.

6 Theft or damage

Students are required to mark all their mobile technology clearly with their names. In order to reduce the risk of theft during school hours, students who carry mobile technology are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones or other mobile technology which is found in the school and whose owner cannot be located should be handed to front office/reception.

The school accepts no responsibility for replacing mobile phones or other mobile technology that are lost, stolen or damaged whilst on school premises or on school sponsored functions.



The school accepts no responsibility for students who lose or have their mobile phones or other mobile technology stolen while traveling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (eg by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords must not be shared.

7 Sanctions

Students infringing on the rules noted above will have their phone or other mobile technology confiscated. It will be taken to a secure place within the school and the parent(s) of the students informed. Parent(s) of the student may collect the 'phone at their convenience.

Repeated infringements may result in forfeiture of the privilege of the student to bring a 'phone or other mobile technology to school.

Infringements that may be deemed criminal in nature may result in the matter being referred to the police. In such case the parent will be informed as a matter of urgency.



SECTION 3

ACCEPTABLE USE POLICY FOR MOBILE TECHNOLOGY IN CORNWALL HILL COLLEGE

Target Audience: All staff at Cornwall Hill College that bring Mobile Technology onto school property.

1 Introduction

The increased ownership of mobile phones requires that Cornwall Hill College management, take steps to ensure that mobile phones and other mobile technology are used responsibly within the educational environment.

This Acceptable Use Policy is designed to ensure that potential issues (such as mobile etiquette) can be clearly identified and addressed.

The Acceptable Use Policy for mobile phones and other mobile technology also applies to staff during college excursions, camps and extra-curricular activities.

2 Responsibility

It is the responsibility of staff that brings mobile phones or other mobile technology onto college premises to adhere to the guidelines outlined in this document.

3 Acceptable Uses

While on college premises, staff should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

4 Unacceptable Uses

Mobile phones and other mobile technology should be ***switched off during classroom lessons and other educational activities such as assemblies***. There will be no exceptions to this part of the policy.

Staff may not use the school internet access to download any content, music or otherwise for purposes other than for sanctioned academic purposes.

Virtual identities that are imbedded in any mobile technology and accessed by any means during any college activity, are expected to conform to acceptable naming standards.

Mobile phones or other mobile technology should never be used to take photos in change rooms, toilets or in any situation that may cause embarrassment or discomfort to their fellow staff, students, or visitors to the college.

Any individual who uses, displays, broadcasts, or distributes vulgar, derogatory, obscene or otherwise unsuitable material using any form of mobile technology during college activities will face disciplinary actions.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the college is deemed ineffective, as with all such incidents, the college management may consider it appropriate to involve the police.



5 Theft or damage

In order to reduce the risk of theft during school hours, staff who carry mobile technology are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones or other mobile technology which is found in the school and whose owner cannot be located should be handed to front office/reception.

The school accepts no responsibility for replacing mobile phones or other mobile technology that are lost, stolen or damaged whilst on school premises or on school sponsored functions.

The school accepts no responsibility for staff that lose or have their mobile phones or other mobile technology stolen while traveling to and from school.



SECTION 4

ACCEPTABLE USE POLICY FOR BLOGS AND WEBSITES OWNED AND WRITTEN BY EMPLOYEES AND LEARNER ASSOCIATED WITH CORNWALL HILL COLLEGE

Audience: Employees and learners who write to personal blogs and all other personal web content (e.g. personal podcasts). Official CHC content which uses blogging formats must be signed off by the relevant head.

1 Principles

Blogging is a form of public conversation on the internet, in which Cornwall Hill College educators and learners may wish to take part.

When a blogger clearly identifies themselves as an educator or learner of Cornwall Hill College and/or discusses their work, the college expects them to adhere to this acceptable use policy when blogging and in ways that are consistent with the college's vision and values.

Many bloggers, particularly in technical areas, use their personal blogs to discuss their work and study in ways that benefit the college, and add to the "educational conversation". These guidelines are not intended to restrict this, as long as confidential information is not revealed.

Blogs or websites which do not identify the blogger as a Cornwall Hill College employee or pupil, do not discuss the college and are purely about personal matters would normally fall outside the ambit of this policy.

2 Acceptable Use

Any employee or learner that already has a personal blog or website which indicates in any way that the employee or educator is associated with Cornwall Hill College you should disclose this information to their phase heads.

Any employee or learner that would like to start blogging, and their blog/website will indicate that they are associated with Cornwall Hill College should first obtain permission from their phase head.

If the blog makes it clear that you are associated with Cornwall Hill College, it should include a simple and visible disclaimer such as "these are my personal views and not those of Cornwall Hill College".

All reference to activities and projects planned or in progress are to reflect the vision and values of the college. Consult your phase head if in any doubt.

No confidential information or sensitive information concerning Cornwall Hill College may be revealed. This might include aspects of college policy or details of internal college discussions. Consult your phase head if you are unclear about what might be confidential.

Publishing information on blogs or websites which may be deemed defamatory, obscene or in any other way insulting or derogatory against the college, its directors, parent body, governing body,



employees or other instances associated with the college is prohibited and any transgression may lead to civil action and or criminal charges.

It is the responsibility of the individual who owns or publishes to a blog or website to discuss concerns about a conflict of interest and in particular concerns about impartiality or confidentiality with their phase head. Being paid to blog or to publish could constitute a conflict of interest and the relevant parties should discuss this with their phase head.

Contacts by the media or press about posts on your blog that relate to Cornwall Hill College should be brought to the immediate attention of the college management prior to responding.

Users may access and update your personal blog from a college computer, under the College Acceptable Network Use Policy.



SECTION 5

ACCEPTABLE TECHNOLOGY USE IN CORNWALL HILL COLLEGE

This document is a summary of ICT Policies and should not be read in isolation.

1 Acceptable Use

I agree to use Cornwall Hill College's computer/network services only in a way consistent with the educational objectives of the Cornwall Hill College. I will not download files or subscribe to bulletin boards that are not related to educational activities. If I have questions about my computer/network use, I will ask for guidance.

I will respect and adhere to all of the rules governing access to Cornwall Hill College computing resources and the rules of any other network or computing resource to which I have access through the Cornwall Hill College network and equipment, or bring to Cornwall Hill College.

I understand transmission (sent or received) of any material in violation of any international or government regulation is strictly prohibited and may violate criminal law. I will not transmit, publish or forward obscene, sexually suggestive or offensive, lascivious, harassing, invasive or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.

I will not publish the details of myself, another student/ staff member, faculty, or any other person in electronic format outside of areas in control of the College.

I understand using the Cornwall Hill College computer/network equipment for commercial, product advertisement or political lobbying is prohibited.

2 Privileges

I understand that the use of the network is a privilege, not a right, and use inconsistent with the Terms and Conditions may result in a cancellation of those privileges.

I understand that disciplinary steps may be taken if I send messages or download files inconsistent with the Terms and Conditions. At the discretion of the principal and or staff member in charge, I may lose the privilege of using the Internet temporary/permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the College management and kept on file.

3 Internet Etiquette

I will use courteous, respectful language. I will not swear, use vulgarities, sexual or abusive language, harsh, or disrespectful language. Illegal activities are strictly forbidden.

I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.

I will evaluate information carefully. I must review it for accuracy and bias.

I will not use the network in such a way as to disrupt the use of the network by other users. I will not send "chain letters," spam, joke emails or "broadcast" messages to lists or individuals.

I will not make use of the Internet Relay Chat (IRC) or "chat rooms".

4 No Warranties

I understand Cornwall Hill College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Cornwall Hill College is not responsible for any damages I may suffer. This includes loss of data, delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.

I understand the use of any information obtained via Cornwall Hill College is at my own risk: Cornwall Hill College specifically denies any responsibility for the accuracy or quality of information obtained through its services.



I understand Cornwall Hill has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of Cornwall Hill College computer/network resources or violations of any state or foreign laws.

5 Security

I understand security on any computer/network system is a high priority, especially when the system involves many users. I will notify the relevant IT administrator or phase head if I notice a security problem. I will not demonstrate the problem to other users.

I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.

I will not use any other user's profile or e-mail account and thereby impersonate (and incriminate) any other user.

I may be denied access to the network if I am identified as a security risk.

6 Vandalism

I understand vandalism will result in cancellation of privileges.

I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer/network viruses.

7 Users must appreciate the following:

All users are entitled to privacy of their work and therefore it is an offence to use or attempt to use another user's account or password not matter what the circumstances may be;

Storage capacity is at a premium and users are to conserve space by deleting unnecessary e-mails or other material which takes up excessive storage space.

Users should never download or install any software onto any school computer/networks. All copyright rules must be obeyed.

Users have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violation of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

8 Users owning/publishing to websites or blogs

If the blog makes it clear that I am associated with Cornwall Hill College, I will include a visible disclaimer such as "these are my personal views and not those of Cornwall Hill College".

I understand that all reference to activities and projects planned or in progress should reflect the vision and values of the college.

I will not disclose confidential or sensitive information concerning Cornwall Hill College , this includes aspects of college policy or details of internal college discussions..

I understand that publishing information on blogs or websites which may be deemed defamatory, obscene or in any other way insulting or derogatory against the college, its directors, parent body, governing body, employees or other instances associated with the college is prohibited and I will be liable in an individual capacity for any transgression that may lead to civil action and or criminal charges.



ACCEPTABLE TECHNOLOGY USE: CORNWALL HILL COLLEGE

Please return this page. Enquiries: a.botha@cornwall.co.za

USER AGREEMENT:

STAFF PUPIL OTHER (SPECIFY) _____

I, _____ (Full Name - Please Print) agree to adhere to the principles and procedures detailed outlined. Should I breach these, I understand that I may lose network privileges on the Cornwall Hill College network and that disciplinary and/or appropriate legal action may be taken.

Student's Signature: _____ Date: _____

IF YOU ARE A PUPIL AT CORNWALL HILL COLLEGE A PARENT OR GUARDIAN MUST COMPLETE THE FOLLOWING:

1. NETWORK ACCESS.

I _____ (Parent's or Guardian's Name - Please Print.) have read the Terms and Conditions. I understand that network access is designed for educational purposes. Cornwall Hill College has taken reasonable precautions to prevent access to controversial material. However, I also recognize it is impossible for Cornwall Hill College to restrict access to all controversial materials and I will not hold them responsible for materials acquired outside the control of the college.

Parent's Signature: _____ Date: _____

IF YOU ARE A PUPIL AND YOU WANT TO BRING MOBILE TECHNOLOGY ONTO THE COLLEGE GROUNDS OR ACCESS IT DURING COLLEGE RELATED EXCURSIONS YOUR PARENT OR GUARDIAN MUST COMPLETE THE FOLLOWING :

2. MOBILE TECHNOLOGY.

I _____ (Parent's or Guardian's Name - Please Print.) have read and understand the information about appropriate use of mobile phones/ technology at Cornwall Hill College. I give my child permission to carry a mobile phone/ technology to Cornwall Hill College.

Parent's Signature: _____ Date: _____



ACCEPTABLE TECHNOLOGY USE: CORNWALL HILL COLLEGE

Please return this page. Enquiries: a.botha@cornwall.co.za

STAFF USER AGREEMENT:

I, _____ (*Full Name - Please Print*) agree to adhere to the principles and procedures detailed outlined. Should I breach these, I understand that I may lose network privileges on the Cornwall Hill College network and that disciplinary and/or appropriate legal action may be taken.

Signature: _____

Date: _____