

# Domino Servite School



Accreditation Number SCH 003461 PA Registration Number 122581

## Acceptable Use Policy (Computers)

### 1. Authentication

- Learners have a user name and password with which to access the school computer system. It is the learners' responsibility to keep his/her password confidential. Computer activity and accountability is tracked back to these details.
- Internet access is recorded in a database and scanned for inappropriate activity. Internet activity is tracked back to the logged in user.

### 2. Permission

- Computer use takes place under the supervision of a school employee.
- School computers may only be used when permission has been granted by the subject teacher.

### 3. Storage

- Storage devices are only used when deemed necessary by the subject teacher.
- Learner storage devices used on school computers are allowed to contain only school related content.
- A virus scan will be run on storage devices before use. The school has the authority to ban a learner from bringing storage devices to school that are repeatedly found to be virus infected.
- No multimedia device that doubles as a storage device may be used by learners on the school premises.
- Learners may not copy documents or programs, including audio, pictures and video, onto the school computers.

### 4. Hardware use

- Documents are printed at 50c per page.
- Printing is supervised by staff members. Learners may not print without the permission of the supervising staff member.
- Learners who damage equipment will be liable.
- Computer equipment may not be moved by learners.

### 5. Internet and Email

Learners may

- use e-mail when it is curriculum-related and where permission has been granted.

Learners may not

- use the Internet to access inappropriate material of any sort that does not comply with the ethos of the school (e.g. pornography etc.).
- use Internet to publish material copyrighted to someone else.
- access on-line text-based chat rooms.
- use the Internet for 'Voice Chat'.
- use the Internet to download anything that is not school related.
- search for images on search-engines unless under strict supervision.

- download audio/multimedia files from the Internet.
- download or spread malicious software.
- use the computers for games.
- play audio or video unless arranged with subject teacher.
- change system or desktop settings on the computers.

6. **User restrictions**

- certain restrictions can be placed on a learner’s account. This includes disk space allocation and program access.
- Restrictions will be enforced as required.



**Please sign and return to school**

**Parents/Guardians**

Name & Surname \_\_\_\_\_ Signature \_\_\_\_\_

Name & Surname \_\_\_\_\_ Signature \_\_\_\_\_

**Learners**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_