



## **DEVICE AND CONNECTIVITY USAGE BY STUDENTS, STAFF AND PARENTS POLICY**

This Policy is to be read in conjunction with the policies and principles that form part of the Vision and Mission and Code of Conduct of the School and are governed by the School's Rules and Regulations.

Applicable legislation includes but is not limited to:

- A. The Constitution of the Republic of South Africa;
- B. The Films and Publication Act 65 of 1996;
- C. The Children's Act 38 of 2005;
- D. Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007;
- E. Protection from Harassment Act 17 of 2011;
- F. The Protection of Personal Information Act 4 of 2013;
- G. The Electronic Communication and Transactions Act 25 of 2002.

The use of the Internet and the facilities provided by Redhill must be regarded as a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Access entails responsibility. The system has a method of storing a history of Internet sites visited.

### **1. CONTEXT**

- 1.1. In current practice, ownership of a personal digital device and access to connectivity have become essential facilitators of a meaningful, forward-thinking education. In fact, the use of digital technology is at the very centre of a global revolution in educational methodologies, which was underlined during the Global Covid-19 Pandemic where Redhill's educational offering was made possible through online technology.

- 1.2. In keeping with its vision and values, Redhill School seeks to embrace this transformative movement by encouraging and facilitating the appropriate use of digital technology on its Campus, at Redhill School events, or at any other time/place/manner which impacts upon, or may be associated with, Redhill School.
- 1.3. By integrating the effective use of digital devices into curriculum delivery, the School is assured of producing students who embody its vision and values, i.e. independent, confident, thoughtful and responsible individuals who are capable of working collaboratively, whilst learning the essential 21<sup>st</sup> century principles of creativity, critical thinking and adaptability to change.
- 1.4. In light of the above, Students may be required to bring digital devices to School; these will be used to support and enhance curriculum delivery and assimilation, e.g. learning activities such as content creation and presentation, formative assessments and exploring digital content (such as textbooks and online resources). Please be aware that the majority of notes will be published digitally, in order to reduce paper wastage. On a more practical and personal level, Students stand to become more adept in using calendars and diaries to their advantage.
- 1.5. Furthermore, in recognition of the fact that our modern technological world requires and facilitates the use of social media, electronic communication and allied activities by not only Students, but also by Staff and Parents, this Policy also applies to them as stated in this document.
- 1.6. In support of this vision and its values, the School has compiled the Device and Connectivity Usage by Students, Staff and Parents Policy. In essence, these regulations are aimed at ensuring that technology and infrastructure are used in a responsible, efficient, courteous and legal manner.

## **2. SCOPE**

- 2.1. This Policy applies to Students, Staff and Parents in regard to their use of electronic devices connecting to or making use of Redhill School networks, Wi-Fi and/or data on Campus. It is also applicable to Students, Staff and Parents when using electronic devices off Campus at Redhill School events, or at any other

time/place/manner which impacts upon, or may be associated with, Redhill School.

- 2.2. This Policy covers the use of all information and communication technologies, i.e. digital and electronic devices, accounts and facilities accessible on or off Campus, whether privately owned, bought at the School's behest or not, and School-owned devices and services. It includes, but is not limited to, iPads, tablets, Chromebooks, laptops, personal computers, robotic devices, cell phones, smart-watches, gaming devices, media players, logon and email accounts hosted by the School and third-parties, and access to any third-party service managed by or accessed from the school.

### **3. THE RESPONSIBILITY OF THE SCHOOL**

- 3.1. Redhill School will provide various services, both directly as well as through third-parties (such as Google and Apple) and will endeavour to ensure, but not guarantee, that all services are secure and reliable. Additionally, and mindful of the diversity in age and subject groups, the School will avail itself of appropriate tools to filter and manage the usage of ICT (Information and Communications Technology) on its Campus.
- 3.2. However, the School will not be held liable for any data loss or delay in communication, any corruption and/or infection of devices by malware/viruses/trojans or any other electronic/code/software or the consequences thereof. All users of the School's infrastructure must ensure that they have sufficient backups and software/hardware protection in place.
- 3.3. The School will also endeavour to implement and maintain, where applicable, the relevant privacy of information, and ensure that appropriate agreements with third-parties are in place. However, ultimately the School cannot be held accountable for any breaches of the measures it has taken to secure content and processes except those obligations mandated by legislation.

## 4. SAFETY AND SECURITY

- 4.1. The School cannot be held accountable for theft and or damage to devices in any way whatsoever (this includes, but is not limited to, both physical damage and component / software damage caused by whatsoever reason).
- 4.2. All parties are urged to be careful and diligent with their own devices. In this regard, it is strongly recommended that all devices be insured privately. Device location services and a locking code should be enabled. Robust protective covers and anti-scratch films are recommended. Devices should be properly labelled (name, surname, grade / class) so that the rightful owner can be identified when misplaced items are recovered. Electronic devices should have updated security software installed to protect from any malicious software/coding.
- 4.3. The School reserves the right to disable devices that present a security risk on Campus and to ban users from the Wi-Fi system for repeated contravention of the guidelines set out below. Students, Staff and Parents involved in any untoward activity mentioned below, and/or any other threatening/inappropriate activity (as determined by Teaching Staff or members of the Management Team on an *ad hoc* basis) will be disciplined.

## 5. WHEN AND WHERE CAN DIGITAL DEVICES BE USED ON CAMPUS

All parties will be given access, free of charge, to the Redhill Wi-Fi system that is operational throughout the campus.

- 5.1. **Students** may use the School's Wi-Fi and their own digital devices as follows:
  - a) Before and after school;
  - b) During breaks;
  - c) During the transition between lessons;
  - d) In the library;

e) During lessons, upon instruction from the Teacher.

5.1.1. Unless specifically instructed by an authority to do so, Students may not use their devices:

- i. During classes (physical or online)
- ii. During any formal assessments (e.g. examinations, etc.);
- iii. During assemblies or meetings;
- iv. During sports practices and matches;
- v. In the bathrooms / toilets;
- vi. During fire drills / emergencies;
- vii. To access any of the School's shared drives or intranet.

5.2. **Staff** may use the School's Wi-Fi and their own digital devices as follows:

- a) Before and after school;
- b) During breaks;
- c) During the transition between lessons;

5.2.1. Unless specifically instructed by an authority to do so, staff may not use their devices:

- i. During teaching
- ii. During any formal assessments (e.g. examinations, etc.);
- iii. During assemblies or meetings;

iv. During fire drills / emergencies;

5.3. **Parents** may use the School's Wi-Fi and their own digital devices as follows:

- a) When given permission to do so in the form of being provided with the access password.

## 6. HOW SHOULD STUDENTS USE THEIR DEVICES?

6.1. Whilst on Campus, or anywhere else where a Redhill related event is taking place (including online teaching), or where their conduct may impact on the good name and reputation of Redhill School, unless the following activities are specifically allowed by an authority (e.g. the Teacher in a specific classroom/lesson in which Students find themselves), Students may not:

- a) Use their camera or microphones to record lessons and/or Teachers/Lecturers;
- b) Use their digital devices to forward/distribute any unauthorised recording of lessons and/or Teachers/Lecturers;
- c) Listen to music with earphones or "earbuds";
- d) Access apps, social media or websites;
- e) Play games;
- f) Send and receive emails;
- g) Download / update / upload or share anything;
- h) Bully or belittle any other person in any way, cause to utter, reproduce, communicate racist content: This is a "zero tolerance" offence;
- i) Allow sound emanating from these devices to disturb lessons or other Students;

- j) Make use of pirated software. This includes “jailbreaking”;
- k) Engage in any activity that may have an adverse impact on the system and its functions;
- l) Infringe any School Rule, Policy or conduct requirement;
- m) Attempt to bypass the Schools' firewall or gain unauthorised access to the Schools' internet connection;
- n) Attempt to gain unauthorised access to servers or other network resources;
- o) Vandalise any data or equipment;
- p) Access inappropriate content including, but not limited to:
  - i. pornographic or sexually explicit material;
  - ii. material that contains graphic violence;
  - iii. material that contains explicit or defamatory lyrics or writing;
  - iv. material that encourages or promotes discrimination of any kind;
  - v. material that can be used to humiliate another person;
  - vi. material that has an age restriction older than the user's age.
- q) Use the Redhill network/connectivity for commercial or for profit purposes;
- r) Use the Redhill network/connectivity for product advertisement or political lobbying;
- s) Use the Redhill network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local

network. This includes any such material that may be stored on any removable storage medium brought to School;

- t) Engage in any activity that brings the good name and reputation of Redhill School, its Staff and/or Students into disrepute.

6.2. At all times, Students must:

- a) Ensure that their devices are charged for the duration of the school day;
- b) Take responsibility for, and care of, their own devices;
- c) Have ready access to the internet within circumstances they control;
- d) Back up the devices to their computers or the cloud;
- e) Have enough memory space for school-work;
- f) Be logged on to their Redhill School Gmail account;
- g) Understand that their School-issued Google accounts (including email and cloud services) are subject to periodic monitoring. This includes all services associated with this account;
- h) Be prepared to unlock their devices and/or cloud storage services if requested to do so by a Redhill School Teacher, network administrator or member of the Management Team.

6.3. Finally, Students must be prepared to make available for inspection by an administrator, Teacher or member of Management, upon request, any messages or files sent or received, files stored, information accessed, downloaded or transferred whilst on School property, which in having being done so are not considered private, and the Student acknowledges and agrees to same.

## **7. HOW SHOULD STAFF USE THEIR DEVICES?**



7.1. During work hours, on Campus, or anywhere else where a Redhill related event is taking place (including online teaching), or where their conduct may impact on the good name and reputation of Redhill School, unless the following activities are specifically allowed by an authority, Staff may not:

- a) Use their camera or microphones to record lessons and/or Students/Teachers/Lecturers;
- b) Use their digital devices to forward/distribute any unauthorised recording of lessons and/or Teachers/Lecturers;
- c) Listen to music with earphones or "earbuds";
- d) Play games;
- e) Bully or belittle any other person in any way, cause to utter, reproduce, communicate racist content: This is a "zero tolerance" offence;
- f) Allow sound emanating from these devices to disturb others;
- g) Make use of pirated software. This includes "jailbreaking";
- h) Engage in any activity that may have an adverse impact on the system and its functions;
- i) Infringe any School Rule, Policy or conduct requirement;
- j) Access inappropriate content including, but not limited to:
  - i. pornographic or sexually explicit material;
  - ii. material that contains graphic violence;
  - iii. material that contains explicit or defamatory lyrics or writing;
  - iv. material that encourages or promotes discrimination of any kind;

- v. material that can be used to humiliate another person;
- k) Use the Redhill network/connectivity for commercial or for profit purposes;
- l) Use the Redhill network/connectivity for product advertisement or political lobbying;
- m) Use the Redhill network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local network. This includes any such material that may be stored on any removable storage medium brought to School;
- n) Engage in any activity that brings the good name and reputation of Redhill School, its Staff and/or Students into disrepute.

7.2. At all times, Staff must:

- a) Responsibly limit their access to essential non-work related apps, social media or websites in such a manner that same does not impact on their work performance;
- b) Take responsibility for, and care of, School issued and their own devices;
- c) Have ready access to the internet within circumstances they control;
- d) Understand that their School-issued devices and Redhill email accounts are subject to periodic monitoring by Redhill. This includes all services associated with this account.

## **8. HOW SHOULD PARENTS USE THEIR DEVICES?**

8.1. Whilst on Campus, or anywhere else where a Redhill related event is taking place (including online teaching), or where their conduct may impact on the good name and reputation of Redhill School, Parents may not:

- a) Use their camera or microphones to record lessons and/or Students/Staff

- b) Use their digital devices to forward/distribute any unauthorised recording of lessons and/or Teachers/Lecturers;
- c) Bully or belittle any other person in any way, cause to utter, reproduce, communicate racist content: This is a “zero tolerance” offence;
- d) Allow sound emanating from these devices to disturb others;
- e) Make use of pirated software. This includes “jailbreaking”;
- f) Engage in any activity that may have an adverse impact on the system and its functions;
- g) Infringe any School Rule, Policy or conduct requirement;
- h) Access inappropriate content including, but not limited to:
  - i. pornographic or sexually explicit material;
  - ii. material that contains graphic violence;
  - iii. material that contains explicit or defamatory lyrics or writing;
  - iv. material that encourages or promotes discrimination of any kind;
  - v. material that can be used to humiliate another person.
- i) Use the Redhill network/connectivity for commercial or for profit purposes;
- j) Use the Redhill network/connectivity for product advertisement or political lobbying;
- k) Use the Redhill network to access or process pornographic material, inappropriate text files or files dangerous to the integrity of the local

network. This includes any such material that may be stored on any removable storage medium brought to School;

- l) Engage in any activity that brings the good name and reputation of Redhill School, its Staff and/or Students into disrepute.

8.2. At all times, Parents must:

- a) Responsibly access apps, social media or websites ensuring that same are not inappropriate; and
- b) Take responsibility for, and care of, their own devices.

## **9. SOCIAL MEDIA**

9.1. Redhill defines social media as interactive computer-mediated technologies that facilitate the creation or sharing of information, ideas, career interests and other forms of expression via virtual communities and networks. These can be any digital communication or publication software, website, portal, or application. Examples include WhatsApp, Instagram, iMessage, Snap Chat, Facebook, LinkedIn and Twitter. This definition also encompasses and includes social media that are anonymous, encrypted, or advertised as “private” networks.

9.2. While Redhill School encourages and promotes freedom of expression as enshrined in Section 16 of the Constitution of the Republic South Africa , we also insist that this right be exercised in a manner that does not infringe on the rights of others both individually and collectively at Redhill School, and in a wider context. This view further corresponds with Section 36 of the Constitution of the Republic of South Africa which has a general limitation clause which states that rights may be limited by a law of general application that is 'reasonable and justifiable in an open and democratic society based on dignity, freedom, and equality.

9.3. If Students, Staff and/or Parents are going to use social media in regard to School activities, or having reference to Redhill School, its Staff, its Students, or its Parents, or in regard to content which in any way or form is associated with Redhill School, they will be bound by the following rules for social media use:

- a) At all times, Students, Staff and Parents at Redhill School will be ambassadors for the School. Should they post, "like", or chat about anything online which in any way or form is associated with Redhill School, its Staff, its Students, or in regard to content which in any way or form is associated with Redhill School which will reflect negatively on the School, they may be disciplined.
- b) No Student, Staff and/or parent may be coerced into joining social media groups.
- c) Administrators and participants of these groups will be held responsible for the content communicated on the group, and as such they must take care that the content does not contravene the contents of this Policy.
- d) The privacy of any Staff members, Parents, Students or associates of Redhill School must be respected. Any violation of this Privacy may be disciplined.
- e) The Intellectual Property of Redhill School must be respected, and may not be copied/recorded or broadcast without prior written authorisation being obtained from Redhill School.
- f) Do not use the School's name (directly or indirectly) in such a manner as to be construed that Redhill School is aware of and/or has authorised a person to promote any product, service, or cause without authorisation.
- g) Do not use the School's branding, symbols, logos, and/ or identity on or in your username, and/or group descriptions without written authorisation (this includes shortened or abbreviated versions of these School-related branding).
- h) Do not insult or speak negatively about other Schools on social media.
- i) Do not post any images or content that may compromise the security of our Staff, Parents, Students, or associates.

- j) Students/Staff and/or Parents may not enter into any inappropriate interaction/conversations with each other on social media.
- 9.4. Redhill School retains the right to examine Students and Staff social media accounts accessed using the Redhill network/connectivity at any time.
- 9.5. All data stored on Redhill School's servers and laptops, desktop computers, external drives, flash disks, magnetic tape media, mobile phones, iPads and all communications messages created, sent and or retrieved over the Redhill School network/connectivity may be inspected by the School.

## **10. DISCLAIMERS**

- 10.1. While the intentions of the School are to use Internet resources for constructive educational goals, Students may find ways to access other materials. We believe that the benefits to Students in using the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, Parents and Guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. However, at School we are also involved in setting standards and in monitoring adherence to our Rules and to the School's standards of behaviour, and this involves Teachers, IT Staff, the Deputy Heads and the Heads of the Schools. As part of our curriculum at Redhill School, we do teach and guide our Students in the appropriate use of the Internet and social media;
- 10.2. The School may suspend or revoke user access if a user violates this Policy;
- 10.3. The School does not warrant that the system will be error free;
- 10.4. The School will not be held accountable for any damages or liability arising from the use of the School's Wi-Fi/connectivity;
- 10.5. The School will not be held accountable for any damages or liability arising from a user's decision to divulge personal information or in any way act irresponsibly;
- 10.6. The School will not be held responsible if a Student accesses objectionable or inappropriate material;

- 10.7. All information, opinions, advice, and services expressed or provided by system users, information services and external service providers are those of the individuals and not necessarily of the School;
- 10.8. The School will not assume responsibility for any expenses incurred by users of the system;
- 10.9. Families should also be aware that although the internet should be used responsibly for the purpose for teaching and learning, some material, accessible via the internet contains items that are illegal, defamatory or potentially offensive as it is a large and unregulated global network.

## **11. REVIEW OF POLICY**

This Policy will be reviewed from time to time.