



WATERFORD KAMHLABA

United World College of Southern Africa

Acceptable Use Policy – School ICT Network

The IT Services department at Waterford Kamhlaba is glad to be able to offer information communication technology (ICT) facilities to students, teachers, administration staff and other permitted people in our school.

We have limited resources available including a limited number of computers available to students, limited ink and paper for printing plus limited Internet bandwidth. As a result, we have certain restrictions on the use of the school's ICT network and Internet.

We have produced the following guidelines for the use of information communication technology facility in the school.

Acceptable use of computers and the School ICT Network

1. The school is able to offer **computers** for use in supporting the **academic goals** of the school and the students.
2. Students and staff have access to limited disk space on the servers.
 - a. Space on the network drives is private to the logged-on user and IT Services staff will endeavour to protect the security of this data where possible.
 - b. Students and staff may save their work-related information on the space designated as their home drive (h:)
 - c. **Staff will, from time to time, designate shared spaces for student access. Students should not access or save anything into these spaces unless specifically instructed to do so by a staff member. The data saved in shared spaces also counts towards the overall disk space available on the network, so items should be stored with consideration.**
 - d. All personal data should be kept on removable media (flash drives, hard drives, DVD, CDR). This includes music, photos and graphics. Please also note the rules on downloading private materials.
 - e. Students may not view or attempt to view the contents of other people's space on the server drives.
 - f. Students and staff have the right to privacy and the contents of H: drives will not be constantly monitored except where a breach of the above rules is suspected. Staff will also have access to H: drives in order to access student's work for submission to themselves or other teachers.
3. Students and staff may not engage in any activities which could be deemed as 'hacking'. The school will not be held responsible for any consequences of hacking initiated from within the school premises. There shall be serious consequences for such action as hacking may be viewed as breach of this policy's guidelines.
4. Students and members of staff are responsible for keeping their passwords safe and regularly changing them. If abuse of the system is detected the person whose log-in name was used will be responsible (even where that person was not present.)

5. Remember to log out of the system when you leave a workstation. This will ensure that no one uses or gets access to your data on your user profile.
6. Students and staff may not play games on **ANY** networked school computers at **ANY** time.
7. Students and staff may **NOT** install **ANY** software at all on a school computer unless **PRIOR** permission is obtained from IT Services staff. Students may not store any personal information on the hard drives (C:) of local computers in the network.
8. Students and staff may not change any settings on the computers on the network.
9. Students and staff may connect their personal computers to the IT or Admin network. The same rules regarding use of the Internet and printers will apply.

Importance of Anti-Virus software

10. If you have a PC or laptop that you use on the school network, please ensure that the following are in place:
 - a. There is an anti-virus software on your machine.
 - b. Ensure that this anti-virus is connected to its parent server where it downloads updates (e.g. there is no red cross on the Sophos symbol if you are using this).
 - c. Regularly perform a full virus scan of your machine.
 - d. Scan their flash drives and other devices for viruses as soon as they are plugged into the machine before using them. In most cases, viruses enter your computer via external devices plugged into your computer. Adopt a *SCAN FIRST THEN USE* policy.
11. If you are using or would like to use the school's anti-virus (Sophos) and are having problems or need help with it, contact Patrick Mavuso (pmavuso@waterford.sz) in the IT Center.

Acceptable use of Printers & Scanners

12. Students and staff have access to **LIMITED** use of the networked printers.
 - a. A quota for printing is set for each student.
 - b. Any additional printing after full use of quota is charged to the student's account
 - c. Students and staff may **NOT** use the school's printers for private use i.e. take it home, cubicles or any other place to use.
 - d. No user shall attempt to connect a device to a printer for whatever reason. If anyone is having printing problems, please report them to IT Services
13. Scanners are available in the IT Center and Admin computer labs.
 - a. These should be used only on the computers that they are attached to.
 - b. No scanner shall be moved (from the computer it is attached to) by anyone except for an IT services staff member.
 - c. If the scanner has problems or a user is having trouble using one, this problem must be reported to an IT services person.

Internet Access

14. The school is able to offer **internet access primarily for use in supporting the academic goals of the school and the students.**

15. Administration and teaching staff also use the internet and IT network for administration tasks.
16. Students and staff may use the network for school work and private communications with family or friends
17. The school has access to limited Internet bandwidth. As a result there are certain limitations and restrictions we have put into place to manage these limited resources.
 - a. Access to the internet is controlled via a web filtering software called SmoothWall:
 - i. Access to all acceptable websites shall be available to everyone during non-school days, weekends and holidays.
 - ii. Administration and Teaching staff have preferential access to the internet during weekdays (8am to 4pm) as they need it for work purposes.
 - iii. Teaching Staff shall determine which websites they require for teaching purposes in the IT center.
 - iv. Access to genuine, educational, frequently-used and important research websites (determined by IT Services department) should always be available to everyone.
 - v. Downloads of any educational software or updates, graphics, video and audio will only be permitted between 4.15pm and 7.45 am weekdays and on weekends.
 - vi. Internet access for students shall be blocked during whole school events like UWC day, Fete, Athletics day and so forth.
 - vii. Deliberately bypassing this web filtering software will be viewed as a violation of school policy which is a serious and punishable offence.
 - b. The use of the Internet will be monitored by IT Services staff and students will be held responsible for sites visited by anyone logged in with their username (whether or not they were actually operating the computer at the time.)
 - c. Students may not view any sites deemed to be sexually explicit, contain adult themes, pornography or depicting nudity.
 - d. Other unacceptable sites come under categories that include: bad language, malware, hacking, intolerance, terrorism and others deemed unacceptable by staff from time to time except where prior permission has been granted and where a specific educational outcome can be identified.
 - e. No student may download any software from the Internet onto a school machine without getting permission from IT Services.

Acceptable use of Email

18. The school's email facility (@waterforduwc.net or @waterford.sz) is the communication medium of choice. These email accounts may be used with the following restrictions in place:
 - a. The @waterforduwc.net email accounts are available to everyone who uses the school network as the mail is stored on a local mail server.
 - b. The @waterford.sz email accounts are available to staff members only as the mail is stored on a remote mail server (provided by our Internet Service Provider).
 - c. The @waterforduwc.net and @waterford.sz email accounts are not blocked by the web filter and will always be available to students and staff hence it is the email we encourage people to use for educational purposes.

- d. Students and staff may not forward chain mail within any school email system.
- e. Students and staff may not subscribe to email newsletters except where there is an educational or informational purpose e.g. subscription to recognised newspapers or journals.
- f. Students and staff must check their inboxes regularly and delete unwanted mail. *Remember: any deleted items are stored in a trash, bin or deleted folder. Make sure that that this folder is always empty.*
- g. IT Services staff reserves the right to delete mail older than one week from inboxes which get too full (over 2 Mb) confirm mailbox size limit.
- h. Students and staff should communicate politely when using the school's email facility. Abusive and offensive language is not permitted.
- i. Students and staff have a right to privacy in their email communications and email will NOT be monitored UNLESS a breach of the above rules is suspected OR the rights of another student have been breached.

Acceptable use of Facilities

19. These include the Christopher Newton Thompson Information Technology Center, Staff Computer Room and IB Hostels Computer Rooms
 - a. Food or drink is not allowed.
 - b. Students and staff are asked to wash their hands before using the computers in order to maintain a hygienic environment for everyone.
 - c. Students and Staff should work quietly and with respect for fellow computer users.
 - d. Music may be played on earphones during after-hours sessions but users are requested to keep the level low so as not to disturb others. *Students should supply their own earphones.*
 - e. Students and staff may not remove **ANY** property. This includes computer hardware (including cables and mouses), consumables (like paper and ink) or books. Such action may be viewed as a criminal offence which may be punished according to the school's GIB.
 - f. Students and staff **may not** attempt to fix any hardware that is broken including changing and removing equipment, cartridges and/or cables. Any hardware, software problems should be reported to the IT Services via email (where possible) or reporting directly to the IT Services Staff.
 - g. Students may **NOT** attempt to repair any hardware or the printers while in a computer room. Any hardware failure should be **IMMEDIATELY** reported to the staff member on duty or, in the case of the IB Computer Room, the student responsible. An email may be sent to ithelpdesk@waterford.sz (when possible) reporting any faults or problem with hardware or software on the school's ICT network.
20. Wireless connections are available in various places around the school for Waterford Community members to use.
21. Access to ICT facilities and rooms is limited to Waterford Community members.
22. Visiting users should be reported to IT Services department in order for them to be granted appropriate rights to use the school's ICT infrastructure.

Consequences of Breaking the Rules

23. Students found to be breaking the above rules will be cautioned.

24. If the behaviour continues the student will be banned from the IT Centre and/or from using the Internet for a period of between 2 weeks to one term. During this time the student will not be allowed into the IT Centre building except as a member of a class supervised by a teacher.

25. If the student breaks the condition of the ban the matter will be passed on to the headmaster and become a school disciplinary matter.

Any problems or queries shall be:

1. Emailed to: ithelpdesk@waterford.sz
2. Reported directly to an IT services person in the IT Center.
3. IT Services staff currently includes Mr. Mfundo Mohammed, Mr. Reuben Vilakati and Mr. Patrick Mavuso

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