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Audio Visual Policy and Information Technology Policy

1. Background

3.1 The use of technological devices and the internet facilities available at Sun Valley Group of Schools are to be used in a responsible and legal manner only. The following Policy serves to provide regulations and guidelines for usage of technological devices and the internet facilities and together with the code of conduct will govern the way in which the aforementioned are used.

2. Legislation

2.1 The Constitution of Sun Valley Group of Schools.

3. Audio Visual

3.1 The use of Videos

3.1.1 All videos shown during the school day must be directly related to the curriculum. Videos should not be used as a reward, a time-filler or for entertainment purposes.

3.1.2 All videos must be previewed before being shown to students and must be owned by the school and not rented or loaned.

3.1.3 Grade Heads must provide a list of videos to students and their parents at the beginning of each term. If any new movies, depending on the rating, are added to the visual literacy curriculum during the term, parents must be provided a permission slip to allow their child to view them. Students whose parents don't allow them to watch a specific video in class will be provided with a meaningful alternative classroom assignment.

3.1.4 For all videos and programmes on the list and added later after the release of the initial syllabus or class/school video list, the following criteria based on the movie ratings system applies:

- a) Foundation Phase students may be shown A-rated movies. These students may never be shown movies rated PG or above

- b) Intermediate Phase students may be shown A-rated movies.
- c) Senior Phase students may be shown A-rated.
- d) PG rated and Adult-rated movies and above may never be shown.

3.1.5 Videos may not be shown during Rainy Day breaks or supervisory periods without the permission of the Principal.

3.1.6 No movies / DVD's may be shown on the last day of term. This is a working day and curriculum based activities must be pursued.

4. Information Technology

4.1 General

4.1.1 Pupils:

- a) Only authorized Sun Valley users will be allowed to work on the C.O.W (Computers on Wheels) laptop/ i-pad/ IT Centre desktop computer and log on to the network.
- b) Pupils may not log onto the C.O.W (Computers on Wheels) laptop/i-pad/ IT Centre desktop computer as *Administrator* during class time.
- c) Food and beverages may not be eaten near the C.O.W (Computers on Wheels) laptop/ i-pad/ IT Centre desktop computer or taken into the IT centre at all.
- d) During class time restrictions are applied onto all learner devices.
- e) Watching video files, listening to audio files, using email facilities and playing games on technological devices during lesson time without the consent of the teacher will not be allowed.

4.1.2 Educators

- a) Only authorized Sun Valley staff users will be allowed to work on their work/ personal laptops/ i-pads/ IT Centre desktop computers or staff passage desktop computers and log onto the network.
- b) Authorized Sun Valley staff users may not divulge login credentials to another person.

4.2 Acceptable Use

4.2.1 Network users are required to look after the equipment and treat it with care and respect when they are working in the I.T. centre. The Code of Conduct which is explained in detail to the children include the following: Using the computers with clean hands, never telling passwords to anybody, never bringing food and drink into the centre, never shouting

or running in the Centre, never touching a computer that somebody else is using and assisting other children without interfering too much. Network users are to obey this Code of Conduct at all times.

4.2.2. The Centre has been established for educational purposes. The Internet and email access are also viewed as valuable educational tools and will be used accordingly.

4.2.3 Network users will have access to the Internet for research in the I.T. Centre but will only be allowed on the Internet when there is an adult in the room.

4.2.4 Each network user is allowed an email address and is responsible for checking mail regularly and deleting old emails.

4.2.5 Network users must understand that any material stored on the network is not guaranteed to be private and that the I.T. Director may review the system at any time to ensure it is being used correctly.

4.2.6 Network users are expected to take note of and adhere to the Safety Guidelines with regard to Internet Usage, as set out at the end of this document.

4.2.7 Network users may save work being done in class and clubs on the Server in their home directories. Work may also be saved on Flash Drives that have been bought from home. NO CD's may be brought from home and used in the IT Centre.

4.2.8 Network users will be allowed to print their work during lessons and clubs. Should a child wish to print something extra in open time, he/she will have to get permission from the teacher on duty and will be required to pay before the printing takes place.

4.3 Unacceptable Uses

4.3.1 Network users may not be involved in "spamming" [sending an email to more than 10 people at the same time] and they may not pass on chain letters. These are to be deleted immediately.

4.3.2 Network users may not log onto the network with somebody else's username. Each user is responsible for remembering their username and password and should not tell them to anybody else.

4.3.3 Network users will not make any attempt to disrupt the computer system or destroy data by spreading viruses. "Hacking" or trying any other means to gain access to other person or organisation's computer system is strictly forbidden.

4.3.4 Network users may not use the system to engage in any illegal activities or to transmit material that violates South African laws. Network users shall not plagiarise works found on the Internet [Plagiarise = taking ideas or writings of others and presenting them as if they were yours]. Network users will respect the copyright laws and request permission to use

work/pictures from the copyright owners.

4.3.5 Network users will not use the system to access material, web sites, newsgroups or chat rooms, or any other site which contain material that is obscene or which advocates violence or illegal acts. If users mistakenly access inappropriate material, they should immediately advise the teacher on duty.

4.3.6 Network users will not download large files or games from the Internet without permission from the teacher on duty. This includes the downloading of Freeware, Shareware and any other software.

4.3.7 Network users may not use vulgar, obscene or threatening language and they will not post any personal information about another person or post information that could cause damage or disruption.

4.4 Security

4.4.1 All passwords must be kept confidential.

4.4.2 Laptops/i-pads must not be visible, outside of the school grounds while waiting on lifts. They must be kept in bags. Teachers should not keep laptops in their cars.

4.4.3 When not in use, the security of the Computers On Wheels (COW) will be within the confines of the IT Centre.

4.4.4. When not in use, the security of school owned i-pads will be within the confines of the IT Centre.

4.4.5 When in use, privately owned i-Pads are the responsibility of the owner.

4.4.6 When not in use, all i-Pads should be stored in the designated, safe spots in each venue.

4.4.7 External users will be permitted to access the Sun Valley Group of schools network for a limited period of time with the permission of the Administrator. When external users are logged onto the network they will adhere to the information technology acceptable use policy.

4.4.6 Users are not permitted to access or attempt to access private or secured data.

4.5 Licensing of Software

4.5.1 No unlicensed software may be installed on a laptop/i-Pad/computer that is used on the school's premises.

4.5.2 Sun Valley Group of Schools indemnifies itself against any legal or corrective action that may arise as a result of inappropriate or inadequate licensing requirements on personal technological devices.

4.5.3 No pre-installed school software may be uninstalled or disabled.