



FERRUM HIGH SCHOOL

CODE OF CONDUCT FOR LEARNERS - 2020

1 GENERAL AIMS

High School Ferrum's Code of Conduct serves as a guideline for the actions of learners. A Ferrum learner can therefore be assessed as to whether he subscribes to and respects the school and code of conduct.

The Code of Conduct of the school is entrenched by the Schools Act (Act 84 of 1996 and its amendments). The learner enrolling at the school, together with his/her parents / guardians must familiarize themselves with the school's Code of Conduct and its provisions. In addition, enrollment at the school implies that the learner and his/her parents/guardian will accept the Code of Conduct and comply with it diligently. If a learner violates the Code of Conduct, measures will be taken against the learner in accordance with the relevant code of conduct that has been violated.

Our disciplinary system is deeply rooted in Ferrum's values. The implementation of this Code of Conduct is designed to create an atmosphere of respect, compassion, integrity and honesty toward each other in our daily routine.

1.1 SCHOOL WEAR RULES

A loyal Ferrum boy wears his school uniform with pride. He has respect for himself and for his fellow Ferrum learners and therefore wears his uniform as follows:

Boys:

1. Winter uniform: (1 May - 31 August)

- Grey school trousers with grey socks
- Grey pants may not be narrowed down
- Black or grey belt (compulsory, either leather or synthetic leather)
- No large buckles on the belt
- School blazer is compulsory. Gr 12: Matric jacket or school blazer
- Tie - the two white stripes must be visible - tie **compulsory in winter and summer**
- Bottle green pullover - with tie and blazer

- School jersey with blazer only
- Standard white long-sleeved shirt (sleeves not rolled up), with tie.
- Black leather shoes (lace up or buckle) - no boots or Swiss leather
- No pointed fashion shoes or shoes with patterns
- FHS scarves and beanies only to be worn with winter uniform (but not allowed in the classroom). Only on school grounds and outside school grounds.
- Only bottle green or black gloves
- No short pants may be worn in the winter

2. Summer uniform: (1 September - 30 April)

- Grey School trousers with short/long grey socks
- Black or grey belt. No huge buckles.
- Bottle green school pullover with tie (may be worn without a blazer)
- White short-sleeved shirt with Ferrum pocket badge
- The sleeves of the shirt may not be narrowed
- Black leather shoes (lace up or buckle) - no boots or Swiss leather
- No pointed shoes
- Short pants may be worn with long grey socks and lace up shoes
- Bottle green school blazer may be worn on cool days
- Tie is compulsory during summer for boys. May be worn in summer without blazer.
- No long sleeved jersey in summer
- Only prescribed long pants and short pants may be worn.
- Tie - two white stripes must be visible. Tie **compulsory in winter and summer**
- No long-sleeved shirt is allowed in summer.

3. Privileges for matrics:

- May wear matric tie without jacket, with/without pullover, with/without jersey during winter and summer. No jersey in summer.
- Matric jackets.

4. Hair:

- May not touch the collar or ears and “sidies” must be short
- Must be short, neat, clean and combed
- Fringe cut above the eyebrows.
- Fashion styles and unusual hairstyles are not allowed (Hair on top of the head and on the side must conform to each other.)
- No hair standing up is allowed
- “Twisters” maximum of 1 cm long
- Beards & moustaches must be shaved every day

- No hair extensions. Braided or corn rows (cultural tradition) may be worn, but must be shorter than 1 cm on the neck.
- Mohawk hairstyles are not allowed
- No “extreme” hairstyles.
- No drastic colouring of hair. Should hair be coloured, it must be natural.
- Hair may not appear wet.

5. “Civvies” - clothing

- Provocative clothing is not allowed
- Suitable underwear must be worn but not exposed
- No piercings allowed and no jewellery

GIRLS:

A loyal Ferrum girl wears her school uniform with pride. She has respect for herself and for her fellow Ferrum learners and therefore wears her uniform as follows:

1. Winter uniform: (1 May - 31 August)

- Grey school trousers with grey or white socks
- Green skirt with black stockings (smooth). No knitted tights
- School blazer compulsory. Gr 12: Matric jacket or school blazer
- School tie (two white stripes must be visible) compulsory with winter shirt
- Tie may be worn with the summer shirt (shirt must be tucked in) with blazer
- School jersey or bottle green school pullover with tie and blazer
- Standard white long-sleeved shirt (sleeves not rolled up) with tie or short-sleeved shirt with school badge, tucked in in winter
- Black leather school shoes (strap, lace up or buckle) - no boots, Swiss leather or “fashion” shoes
- FHS scarves only with winter uniform and ties must be visible
- Only green Ferrum “beanies” are allowed on/off school grounds (not to be worn in class rooms)
- Only bottle green or black gloves
- No holes for thumbs allowed in jerseys
- Jerseys are only to be worn with blazer and tie and may only be worn in winter.

2. Summer uniform: (1 September - 30 April)

- Green skirt with white socks, folded once
- No sport or ‘secret socks’ may be worn
- Skirt must be on the knee
- Bottle green school pullover may be worn with blazer and without tie

- White short-sleeved shirt with Ferrum pocket badge
- Ferrum summer blouse may not hang out from under pullover or jersey
- The new blouse, which hangs over the skirt may be worn with long pants and without a blazer
- Black leather shoes (strap, lace up or buckle). No boots or Swiss leather
- Blazer may be worn on cool days
- No long-sleeved shirt in summer

3. Privileges for matrics:

- May wear matric tie without jacket (with or without pullover) during winter and summer.
- In winter, jacket and tie must be worn with stockings.
- May wear tie with summer's shirt, but shirt must be tucked in
- If no tie, then shirt may hang out

4. Hair:

- Long hair, as well as “dread locks”, must be tied back
- No thick dreadlocks allowed
- No hair spikes or hair fastened in a weird way or spiky short hair extensions
- No hair extensions of different colours
- Only 2 pony tails or braids are allowed
- Hair extensions must be fastened and neat and must be the same colour as own hair
- Hair ornaments may only be white, black, yellow or green.
- “Twisters” of 1cm is allowed.
- Hair must be tied back from the face
- No “extreme” hairstyles
- No drastic colouring of hair allowed

“CIVVIES” - CLOTHING

- Provocative clothing is not allowed
- No naked waistline or ski pants allowed
- No short minis or shorts
- Skirts must be on the knee.
- No transparent clothes
- **No cleavage or spaghetti strap tops**
- Suitable underwear which is not exposed
- Jewellery and make-up are allowed within reason

JEWELLERY:

- Wrist watch may be worn
- Earrings: Single gold or silver ring without pendants (diameter maximum 1cm)
- Solid gold, silver or diamond studs (diameter maximum 3 mm)
- Only one earring per ear. (It must be in the last hole of the ear)
- Only earrings are allowed in the ear lobe
- Copper wrist bangles are allowed (only with doctor's certificate)
- Only school related badges are allowed
- No tongue rings or other piercings
- Medical bands may be worn (metal or black or white)

GENERAL FOR BOYS AND GIRLS:

- Lingerie not to be visible. It must be white or skin-coloured
- The skirt just above the knee (not to be rolled up at the waist)
- No make-up
- Colourless nail varnish is allowed
- Nail length not to exceed fingertips
- No long pinkie nails
- Learners are not allowed to walk or stand with their hands in their pockets
- No physical contact is allowed
- No T-shirt under school shirt (wear a vest)
- No cap with school uniform
- Friday: formal provincial blazers may be worn
- Mondays: school blazer must be worn at assembly
- No permanent make-up
- No tippex/graffiti/writing on school shoes
- No holes in jerseys for thumb to stick through
- **No tattoos allowed. If a learner has a tattoo it must be covered**
- No writing on the skin
- No key holders are to hang on or inside school jackets
- Only Ferrum badges may be worn from Monday to Thursday. On Fridays, learners may wear any other award badges

3.1 SPORTS UNIFORM RULES

Traveling apparel is official school uniform or school track suit. Only 1st teams may wear clothes as previously arranged with the coach. Summer (1st term: summer's uniform) Winter (2nd term: winter's uniform)

First teams may travel in approved formal gear. Sponsored clothes must be in the colors of the school. The main colors are bottle green and white.

3.1.1 SWIM WEAR

(Boys and girls)

Costume and swimming cap

3.1.2 RUGBY

Only first teams wear sponsored clothes

Other teams wear prescribed rugby jersey and white shorts. (Shorts are available at Trevor Smith).

3.1.3 GIRLS' HOCKEY

Only first teams wear sponsored clothes

Other teams wear green skirts and green sports shirts which are available at the school shop. White socks with sport shoes

3.1.4 BOYS' HOCKEY

Only first teams wear sponsored clothes

The other teams wear the Ferrum sports shirt and green trousers which are available at the school shop.

3.1.5 NETBALL

- Only first teams wear sponsored clothes.
- Other teams' uniform is available at the school shop (green sports shirt and green trousers)
- White socks with sports shoes

3.1.6 CRICKET

- White trousers.
- White shirt or sponsored cricket shirt, with school badge for 1st team only.
- School sport shirt for other teams. White socks, white cricket shoes.

3.1.7 SOCCER

- The first team wears sponsored clothes.
- The other teams wear green shorts and green sportswear which are available at the school store.

3.1.8 ATHLETICS

Green shorts, school sport shirt

4 GENERAL SCHOOL RULES

4.1 SCHOOL TIMES:

Congregate for assembly:	07:25	
Commencement of assembly:	07:30	
Dismissal:	14:00	(Friday: 13:15)

Arriving late is a misdemeanour. A responsible adult must accompany the learner to justify tardiness. 50 demerits are given to late comers.

A Ferrum learner must move speedily while changing from one class to another. He does not amble around. He must make an effort to make full use of the available academic time. When the second clock has rung, he must already be in the next class.

Thus, a Ferrum learner proves his INTEGRITY by never being late for appointments with staff.

BEHAVIOUR DURING OPENING AT THE QUAD

A loyal Ferrum learner is part of his grade group and will stand in the area as indicated to him during opening.

OUT OF RESPECT:

- A Ferrum learner will not stand with his hands in his pockets during opening.
- He looks forward and focuses on the proceedings
- He does not eat or drink and will not be busy with his cell phone or catching up on homework or studying
- His behaviour during the quad meeting and the venue will be flawless.

4.2 SCHOOL TERRAIN

- It is a matter of pride for a Ferrum learner to keep his school grounds and classroom clean and tidy because he respects his environment.
- The school terrain is demarcated by the prefects before school and during breaks.
- Learners may not loiter or play in the classrooms, hang around at bicycle/motorcycle stands, car park or on the rugby and hockey fields.
- No dangerous games with the intent to hurt others may be played.
- Pushing is not allowed and fighting and bullying will be severely punished. No ball games are allowed in the vicinity of buildings. Serious confrontation and unnecessary

aggression must be reported immediately. No learner may leave the school terrain during school hours without permission from the management.

- Learners may only use the toilets assigned to their specific grade.
- Learners may not walk on the second and third floors during breaks. Learners may not be in or around the workshops during breaks.

4.3 BEHAVIOUR

- It is expected that learners will always be well-behaved, courteous and have COMPASSION for everyone. Each learner's privacy and dignity must be respected. No remarks, interruptions, noises during formal speeches, assembly and teaching.
- Cheekiness and back-chatting will not be tolerated. This ruling also applies on the sport field.
- Foul play will not be tolerated and will be punished severely.
- No foul language will be tolerated, nor blasphemy, vulgar words, insults, pestering, intimidation and discrimination.
- Fights, assaults or ill-treatment are prohibited.
- Learners must abide by the rules of etiquette during cultural functions. (No funny noises, shouting, jumping or unacceptable behavior)
- School rules apply when representing the school on an excursion.
- Physical contact between learners is prohibited.

4.4 MESSAGES FROM PARENTS TO LEARNERS

- Messages to learners must be limited to only the most urgent and parents must inform the office timeously.
- If a learner falls ill, the office must be notified.

4.5 MOVEMENT DURING SCHOOL

- Learners must move to the assembly area in time to line up in rows immediately after the bell has rung.
- When changing classes, learners must keep left, walk in a row and move as fast as possible to the next class.
- Arriving late for a class is not allowed. Toilets may not be visited.

4.6 SMOKING

A Ferrum learner shows his INTEGRITY and loyalty by:

- Not smoking in school uniform, at school or any school functions
- Not smoking in public in school uniform.
- Not bringing or possessing matches, tobacco or cigarettes

- A Ferum learner does not approve of his friends doing harm to their own and his health. Therefore he will not be in the presence of someone who is smoking.
- Not ever smelling like smoke.

Note: E-cigarettes are treated the same as ordinary cigarettes.

4.7 ALCOHOLIC DRINKS AND DRUGS

- The school explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs or alcohol. Any learner who is found guilty of being in the possession of, or being under the influence of the above mentioned on the school terrain or when entering the school premises, will be exposing himself / herself to permanent expulsion. Illegal drugs/alcohol are also prohibited during any school related functions or activities.
- The School's Act allows the testing of learners where there is a suspicion of learners using illegal substances or involved in any illegal activities with illegal substances. Take note that where there is a suspicion of learners using illegal substances, the learners involved will be subjected to a departmental approved drug test. This test is based on a urine sample.
- A saliva test or any other approved test or apparatus will be applied where there is a suspicion that learners are under the influence of alcohol.

4.8 PROHIBITED ARTICLES

- Contraceptives, fireworks, fire-arms, knives and dangerous weapons, as well as pornographic material are prohibited. Learners having these in their possession or bringing them on to the school terrain will be punished.
- Noisy instruments, like vuvuzelas are prohibited.
- Skateboards are prohibited.
- Cell phones may not be seen or heard during teaching hours or they will be confiscated. They must be switched off during school hours. Cell phones may not be used during break times.
- For the sake of the safety of the other learners, suspects will have to submit themselves to searches for fire-arms or dangerous weapons.
- Learners will, if necessary, be searched during exams and tests for either cellphones or any electronic equipment or if there is a suspicion that the learner is in possession of any exam aid.

4.9 MOTOR CARS, MOTOR BIKES AND BICYCLES

- A learner without a driver's license may not visit the school while driving a motor car or motor bike.

- Learners must park motor cars in the parking area outside the school grounds. Those who wish to park on school grounds must sign a contract. (See Ms. J. du Plessis in the duplicating room for the relevant forms).
- Bicycles must be locked in the bicycle shed.
- Motor bikes must be parked in the demarcated areas reserved for this purpose.
- Speed: Idle in first gear on the school grounds (30 km/h). Bicycles must be left in the demarcated area and pushed out at the end of day. No bicycles may be removed during school hours without written permission.

4.10 TRAVEL

- Learners must travel together by bus to sport meetings.
- Learners may return home with their parents if the staff member on duty has been previously informed.

4.11 THEFT

- HONESTY is one of our values. Therefore, a learner who is found guilty of theft will be severely punished. The school cannot be held responsible for any losses suffered.
- All clothing, satchels and books must be clearly marked.
- No valuables may be brought to school.
- School satchels must always be kept within sight.
- Property belonging to other learners may not be hidden.

4.12 VANDALISM

- RESPECT for property is important.
- Writing on desks, walls and other places is strictly prohibited. Tampering with fire equipment is prohibited.
- Toilet facilities must be respected.
- Tippex is prohibited.
- Arson will lead to expulsion.

4.13 ABSENTEEISM

- Letters must be given to the register teacher on the day on the learner returns to school.
- Education is compulsory for all learners until the last school day of the year in which such learners turn 15 or complete the ninth grade, whichever comes first.
- Truancy is a contravention of the code of conduct.
- Doctor's certificates for absenteeism are required during examinations and tests.
- Learners absent during an official test must make arrangements with the subject teacher as to when the test can be written.

4.14 ILLNESS DURING SCHOOL HOURS

- Permission to leave school will only be granted by the designated Grade Head.
- The secretary (not the learner) will telephone the parents.
- Learners should be fetched by their parents or in a manner agreed upon between management and the parents.
- Learners must be in possession of a letter granting permission which has been signed by the subject teachers and Grade Head.

4.15 APPOINTMENTS DURING SCHOOL HOURS

Learners will receive permission to attend appointments during school hours for crucial reasons only. They must be in possession of a proof of appointment, or parents must inform the principal or deputies or grade head ahead of time.

4.16 SCHOOL SACHEL

- No prescription is given.
- No offensive signs, graffiti, logos or drawings will be allowed.
- A satchel that locks lessens the possibility of theft.
- Keep belongings with you.
- Prefects guard them during assembly.

4.17 TOILETS

- May be used only as toilets.
- Toilets have been designated to grades and no member of a grade may use another grade's toilets.
- No loitering in toilet doorways and toilets - this is a misdemeanour.
- No graffiti allowed.

4.18 COMMUNICATION CHANNELS

- All learners have access to the prefects, prefect guardians, teachers, grade heads, and deputy heads.
- The white post box / suggestion box in front of the hall is also a recognized channel of communication.
- Letters or any form of communication that threatens the safety and security of any learner or teacher of the school is a criminal offence.

4.19 GRIEVANCE PROCEDURE

If the communication channels as mentioned in 4.18 have been followed and no satisfactory solution / answer has been given, then a learner can make an appointment with the principal to discuss the matter.

4.20 SOCIAL MEDIA

- COMPASSION for each other is one of our values. Learners are therefore advised to work very carefully with social media.
- Social media refers to any form of electronic communication or the electronic placement of messages. This includes social media like Facebook, Twitter, YouTube, BBM, WhatsApp, emails and any other chat rooms.
- No learner may place any text or photos on any electronic media that may be harmful in any way to the school, staff, the principal or any other learner.
- Example: Cyber bullying - harmful comments or photos placed via the internet, cellphones or other electronic devices.
- Cyber bullying includes: deception and humiliation, identity fraud, exclusion, hate pages, cyber bullying, harassment, “sexting” and Wi-fi bullying.
- A Ferrum learner has COMPASSION and INTEGRITY for his fellow person and therefore will not be guilty of cyber bullying or any kind of bullying.

4.21 CELLULAR PHONES AND OTHER ELECTRONIC EQUIPMENT

- Cell phones MAY NOT be used between 7:30 and 14:00.
- If a learner uses a cellphone during this time without permission, the cellphone will be confiscated.
- The mobile phone must be placed in an envelope. The learner's name and grade must be written on top of the envelope.
- The envelope with the mobile phone must be given to the secretary responsible for the safe storage of devices.
- The learner will pay a penalty of R100 to recover the phone OR the phone will be confiscated for a period of 10 school days. Phones may be collected at the end of day 10.
- Phones may be used during a surveillance period, WITH CONSENT, for:
 - research
 - Listening to music during batting periods is permitted unless the subject teacher leaves instructions that learners may not listen to music while they are working.
- The phone MAY NOT be used to take pictures or videos of one another or even while working in groups.
- The phone may NOT be used while the teacher is in the classroom.
- No "boomboxes" or any portable "Bluetooth" speakers / headsets will be allowed in school or on trips.
- No smart watches are allowed in examination rooms. Teachers decide in classroom, but may forbid the learner to wear the smart watch during an assessment.

4.22 MERITS / DEMERITS

Learners and parents must take note of the merit and demerit system as condensed in Addendum A. (Parents/ Guardians must be available for disciplinary interviews and hearings.)

4.23 DEVIANT AND DANGEROUS BEHAVIOUR

If a learner behaves in such a way that the safety of the other learners and the staff are in danger, the Governing Body and senior Management team have the right to suspend the learner until a hearing is held or a psychologist's report has been submitted.

4.24 THE SCHOOL GOVERNING BODY AND THE LEARNERS

- All learners will be required to observe their duties and are entitled to exercise their rights and require the observance of their rights as set out in the Code of Rights and Duties of Stakeholders of the School
- The SGB considers itself to be duty-bound to protect the educators, learners, parents and non-educators of the School from physical or mental violence to the full extent of its power, and further, to foster the physical, mental and moral welfare of learners. To this end, the SGB-
 - a) reserves the right to scrutinise the disciplinary and behavioural record of any prospective learner of the School, and take all steps within its power to prevent the admission of a learner whose conduct or behaviour may endanger the very interest the SGB considers itself to be duty-bound to protect
 - b) may enquire from and take issue with the HOD concerning the wisdom of admitting a learner to any grade in the school when the learner will be severely prejudiced by reason of the inability of the learner to communicate or be communicated with at the level required for proper tuition to take place in that grade
 - c) requires a member of staff or a learner or any learner's parent(s) to report to it any matter relating to the abuse of the rights or invasion of the interest which it seeks to protect.

4.25 MATRIC FAREWELL FUNCTION / TESTIMONIAL

Matric learners must note that attendance at the school's matric farewell is a privilege and not a right. This function is an instrument used to limit the offenses of Grade 12 learners. Should a learner build more than 500 demerits during the year, he or she will appear before a disciplinary committee, after which the committee will decide whether or not he/she will be allowed to attend the matric farewell.

In the case of recurring misdemeanours the school has the right to give the learner a testimonial that simply reflects enrolment.

4.26 INFORMATION SYSTEMS AND SOCIAL MEDIA POLICY

Introduction

This document is the information systems and social media policy of Ferrum High School, as approved by the school governing body on 1 January 2015. The policy has been drafted in accordance with the provisions of the Constitution of South Africa, 1996; the South African Schools Act 84 of 1996 ('SASA'); the National Education Policy Act 27 of 1996; applicable provincial legislation on school education, and the Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002.

The purpose of this policy is to govern the use of the school's information systems in conveying any communication-related information, and the appropriate use of social media platforms by educators, non-educators and learners. The school recognises the evolution of social media as a mode of communication, but also realises that to optimise the use of social media, it must be used responsibly.

The school respects the individual privacy of **educators, non-educators and learners**. However, this privacy does not extend to their work-related conduct or to the use of equipment, resources or supplies provided by the school.

In terms of the Regulation of Interception of Communications and Provision of Communication-related Information Act 70 of 2002, "any person ... may intercept any communication if he or she is a party to the communication, unless such communication is intercepted by such person for purposes of committing an offence".¹ The school may therefore intercept any communication that is conveyed through the school's information systems or social media platforms and that refers to any information regarding the school.

Application

This policy applies to all users of the school's information and information systems. It also applies to the expression of opinions and comments by educators, non-educators and learners on social media that may in any manner be linked to the school.

Definitions and glossary

Information systems - the systems consisting of the network of all communication channels used within the school.

¹ Section 4(1).

Intercept - the aural or other acquisition of the contents of any communication by any means so as to make some or all of the contents of a communication available to a person other than the sender or recipient or intended recipient thereof, and includes the:

- (a) monitoring of any such communication by means of a monitoring device
- (b) viewing, examination or inspection of the contents of any indirect communication
- (c) diversion of any indirect communication from its intended destination to any other destination.

IT - information technology

School - the school governing body, as well as any person to whom particular authority or functions has been delegated in terms of this policy.

School management - the principal or a member of the school staff delegated by the principal.

Social media - the means of interaction among people during which they create, share and exchange information and ideas in virtual communities and networks. Social media can include text, audio, video, images, podcasts and other multimedia communications.

Systems hardware - any mechanical or electronic device linked to a computer system, including the central processing unit and added or additional devices such as printers and external disk drives.

Systems software - computer software designed to operate and control the computer hardware and to provide a platform for running application software.

General

In general, the school's computer and communication systems are intended for official school purposes only. Incidental personal use is nonetheless permissible if the use does not consume more than a trivial amount of resources that could have otherwise been used for official purposes; does not interfere with worker productivity; does not detract from any school activity, and does not cause distress, legal problems or morale problems for the school or other educators, non-educators and learners.

All systems hardware and software is the property of Ferrum High School. The school has legal ownership of the contents of all files that are stored on its computer and network systems, as well as all messages that are transmitted via these systems. The school reserves the right to access this information without prior notice whenever a genuine business need exists.

The school reserves the right to audit systems on a periodic basis to ensure compliance with this policy.

The school may at its own discretion examine, move or delete files, including electronic mail (e-mail), for purposes of system maintenance or if the files are determined to be disruptive to the system or its users, either intentionally or unintentionally.

The school provides no warranties of any kind, whether expressed or implied, for the services it provides.

The school will not be responsible for any damages suffered while on this system, including loss of personal data due to system outages or irresponsible use.

The school is not responsible for offensive material obtained by any user using the school's information systems.

Internet policy

Internet access shall be granted to employees who have a legitimate need for such access, for which the user needs to formally apply. All internet connections shall be via the approved internet service provider of the school. Any other connections are prohibited.

Internet use is a privilege, which constitutes the acceptance of responsibilities and obligations that are subject to government policies and laws. Acceptable use must be legal, ethical and respectful of intellectual property, ownership of data, systems security mechanisms and individual rights to privacy and freedom from intimidation, harassment and annoyance.

Users shall be subject to limitations on their internet use, as determined by the appropriate supervising authority.

To protect the school from profane material and to minimise the use of bandwidth, all internet use shall be monitored by web content filtering software.

Content filtering software shall prevent users from connecting to certain websites that do not relate to school business. All websites that contain sexually explicit, profane and other potentially offensive material shall be blocked via the proxy server.

At any time and without prior notice, school management reserves the right to examine web browser cache files, web browser bookmarks and other information that is stored on or passing through the computers of the school. Such management access ensures compliance with internal policies, assists with internal investigations, and aids in managing the school.

Prohibited activities or behaviour

The following activities and/or behaviour are prohibited:

- Copying material bearing copyrights or patents, without proper licensing or authority
- Using the school's information systems for political lobbying, personal gain or commercial purposes
- Copying or removing software from the school's computers

- Downloading material from the internet that is not related to official school activities or business
- Installation of system hardware or software by unauthorised personnel. Under no circumstances shall unlicensed software, privately owned software, games, public-domain software, and freeware, shareware or demonstration software be loaded onto official computer equipment without prior written consent from the governing body.
- Using the school's information system for offensive or harassing material. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures or other materials, or threats of bodily or psychological harm to the recipient; (2) using the computer to contact another person repeatedly with the intent to annoy, harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) using the computer to contact another person repeatedly regarding a matter about which one does not have the legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) using the computer to disrupt or damage the academic research, administrative or related pursuits of the school or another person; (5) using the computer to invade the privacy, academic or otherwise, of another, or the threatened invasion of privacy of another; and (6) material containing sexist, racist and/or violent content.
- Viewing or transmission of any material that violates any national, provincial or international law
- Use of school information systems to gain unauthorised access to any system or data
- Accessing, downloading, storing or transmitting obscene material through the school's computer network system

Each educator and non-educator shall be granted access to information as needed to perform his or her assigned function, but shall not be given access to information otherwise requiring protection unless and until such access is needed and formally authorised. Authorised users are responsible for the security of their passwords and accounts.

The following acts of 'cyber-misconduct' are prohibited:

- **'Cyber-loafing' and the abuse of the employer's resources:** Educators, non-educators and learners are prohibited from using the school's resources, e.g. computers, telephones, etc., for private purposes during or outside school time, thereby abusing the employment relationship.
- **Creating disharmony and distributing offensive or abusive material:** Educators, non-educators and learners may not circulate information that is racist, defamatory, sexist or

pornographic. This constitutes gross misconduct. Racist comments are not only offensive, but create disharmony among people.

- **Derogatory statements:** Educators, non-educators and learners may not post or distribute derogatory and offensive messages about the school, its staff or the learners. An offender may be found guilty of bringing the school into disrepute, which could lead to disciplinary action or legal action for defamation.
- **Breach of trust:** Educators, non-educators and learners may not use the school's information, information systems or social media platforms in a way that breaches the school's trust.

Educators, non-educators, learners and parents using social media for official and non-official purposes should be aware of the following:

The approved social media sites may only be used for official purposes when using the school's information systems.

The message that the school wants to convey to other users must be clearly defined.

Postings must be kept legal, ethical and respectful.

Educators, non-educators and learners may not engage in online communication activities that could bring the school into disrepute.

Personal details of educators, non-educators, learners and parents may not be disclosed. Educators, non-educators, learners and parents should take note that the school may from time to time share photos on social media sites that were taken during official school activities. People may then be 'tagged'. Users of these social media sites are advised to check their security settings if they prefer to review postings in which they were 'tagged'. Educators, non-educators and learners are advised to block other users who they do not know or do not want to be associated with, from accessing their profiles.

The school does not accept any responsibility or liability for weak security settings on the social media profile of any person associated with the school.

If any educator, non-educator, learner or parent posts a remark, photo or video on any social media platform that may harm the reputation of the school, and affiliation to the school is identified, known or presumed, such educator, non-educator or learner will be subject to disciplinary and legal action. Legal action may be taken against a parent who jeopardises the school's reputation.

All information that is published must be accurate, and confidential information may not be disclosed.

Copyright laws must be adhered to.

Only the official approved logo of the school may be used.

Statements to the media must first be approved by the governing body.

All school information systems privileges shall be promptly terminated when an educator or non-educator ceases to provide services to the school, or when a learner leaves the school. The school reserves the right to revoke any user's privileges at any time.

Conduct that interferes with the normal and proper operation of information systems, adversely affects the ability of others to use these information systems, or is harmful or offensive to others shall not be permitted.

Server security (if applicable)

Where feasible, all servers hosting data and applications shall be located in a physically secure environment where access is strictly controlled. All server rooms shall be regarded as high-risk security areas, to which access shall be strictly controlled.

All servers shall be loaded and protected with the latest, approved anti-virus software. Updates for patches and upgrades shall be implemented regularly by the designated IT service provider or the school's IT specialist, when required.

Only an authorised administrator shall be granted administrative rights to the servers. Administrative passwords shall be kept secret, and only personnel who have been nominated at the school's discretion shall have access to the passwords.

All business or administrative critical data on local computer and notebook hard drives must be copied or moved to a "My Documents" share on a file server, where it will be backed up. Where such an action is not possible, for example due to being away from access to the school network, the data must be copied over on the first available opportunity. It will be the sole responsibility of the user to backup and maintain data security at all times.

Servers shall be backed up on a monthly basis by the IT service provider or the school's IT specialist.

Acceptance of personal responsibility

Any person who uses an information system of the school shall be responsible and accountable to follow recommended procedures, and to take all reasonable steps to safeguard the information handled by that system as well as any sensitive assets involved. The user is solely responsible for all materials viewed, stored or transmitted from school-based computers. However, the school expects users to comply with all school rules. Failure to do so may result in the suspension or revocation of a user's access privileges as well as disciplinary measures, including the possibility of civil and/or criminal liability. Educators and non-educators who fail to adhere to this policy will be subject to disciplinary proceedings in terms of either the grievance and disciplinary procedure of the school or procedures conducted by the Department of Basic Education. Learners who fail to comply with this policy will be subject to the school's code of conduct for learners.

Policy amendments

The school governing body may from time to time amend, supplement, modify or alter this policy.

SIGNED

Governing Body Chair

School Principal

Date