CURRO	CURRO HOLDINGS LIMITED

POLICY NAME
IT ACCEPTABLE USE POLICY

POLICY NUMBER	POLICY TYPE
CURH24PO	**SCHOOLS**

REVISION SCHEDULE

DATE	PREPARED BY	CHECKED BY	APPROVED BY	ENDORSED BY

DATE	Head: Marketing and Communications	CEO / COO& COMPANY SECRETARY	CEO & COO	CURRO HOLDINGS
INSERT DATE	INSERT INITIALS	INSERT IINITIALS	INSERT INITIALS	CURRO HOLDINGS

1. POLICY PURPOSE

The purpose of this policy is to regulate the use of the school telecommunications network, any school computer and any cellphone, laptop, tablet or other mobile communication system (each a Personal Electronic Device) by learners and staff and is relevant to any school managed by Curro Holdings Limited, herein referred to as Curro and/or the Company. Notwithstanding the existence of this policy, the use of the school telecommunications network and all Personal Electronic Devices by learners and staff shall remain subject to all other applicable codes of conduct and school policies.

This policy includes the following as part of the school telecommunications network:

1.1 Local and wide area network
1.2 Wi-Fi and Intranet
1.3 Servers, printers, scanners, photocopiers, faxes, telephones and PABX systems
1.4 All software

2. POLICY EXECUTION

The school believes in the value of technology as an educational resource. In order to promote educational excellence and to facilitate resource sharing, innovation and communication, the schools are pleased to be able to offer learners and staff access to Curro's information technology network, which includes access to email and Internet ("the Network"). An internet account, enabling users to access the Network, will be issued to learners and staff only upon receipt of a signed copy of this policy indicating acknowledgement and understanding of it and agreement to be bound by its contents, as well as a signed Internet Use Agreement (CURH24S1).

3. USE OF THE SCHOOL NETWORK

Access to the Network by learners and staff, whether using a school computer, a Personal Electronic Device or otherwise, is at all times subject to the following:

3.1 Acceptable use of the network

3.1.1 The Network is maintained to support teaching, learning and administrative activities at the schools. You may use the Network for any legal activity that is in furtherance of this aim, as well as the aims and policies of the school in general.

3.1.2 Each person given access to the Network must do all things necessary to maintain the security of the Network by keeping passwords and account information confidential.

3.2 Unacceptable use of the Network

3.2.1 Content not related to school activities: Users are not permitted to use the Network for non-school related bandwidth intensive activities, such as network games or the transmission or hosting of large audio or audiovisual files.

3.2.2 Content in violation of the school code of conduct: Users shall not use the Network to intentionally access, transmit, copy or create inappropriate material that violates any other applicable codes of conduct and school policies.

3.2.3 Inappropriate material: The Network shall at no time be used for the solicitation, transmission, viewing or storage of any content that is obscene, lewd or indecent, including any pornography or other explicit content (together “Inappropriate Material”).

3.2.4 Illegal content: The Network shall at no time be used to solicit, transmit or store content that is defamatory, fraudulent or otherwise unlawful, including content that solicits, encourages or provides instructions for the commission of a criminal offence. Content relating to or in furtherance of illegal activities will be reported to the authorities.

3.2.5 Hate speech: The Network shall at no time be used to transmit content that constitutes hate speech, including content that is racist, sexist, homophobic or otherwise discriminatory.

3.2.6 Bullying and harassment: The school does not tolerate bullying. The Network shall at no time be used to engage in conduct that causes or could reasonably cause mental, psychological, physical or emotional harm to any person or which inspires the reasonable belief that such harm may be caused. This includes content that is insulting, harassing, threatening or abusive.

3.2.7 Spam: The Network shall at no time be used to transmit unsolicited promotions, advertising, contests, chain letters or other material that is designed or likely to cause annoyance, inconvenience or needless anxiety ("Spam").

3.2.8 Intellectual property: The Network shall not be used to infringe the copyright, trade mark or other intellectual property rights of any party. In particular, the Network may not be used to access, download, store or transmit music, videos or other content in violation of the intellectual property rights of any party.

3.2.9 Malware: No person shall be permitted to use the Network to transmit, download or store any virus, corrupted data or other harmful or destructive files that could damage or disrupt the performance of the Network.

3.2.10 Impersonation: When accessing and/or using the Network, users are not permitted to forge other users' names, disguise their identity, impersonate other users or send anonymous emails.

3.2.11 Hacking: No person shall hack or attempt to hack into the Network or access or attempt to access any information stored on the Network to which such person is not entitled access.

3.3 Content filtering

3.3.1 The school utilises filtering software and other technologies to prevent users from accessing certain inappropriate or irrelevant content via the Network ("Filtering Software"). Users are prohibited from circumventing or attempting to circumvent any Filtering Software that may be in place from time to time.

3.3.2 Educators may from time to time recommend and use public websites over which they have no control, but that are, to the best of their knowledge, legitimate and safe. Despite every effort to supervise learner use of the Network and the employment of Filtering Software, access to the Network may include access to inappropriate material for any persons under the age of eighteen. Learners are required to take responsibility for their use of the Network and to avoid Inappropriate Material. Learners are further required to report any Inappropriate Material accessed via the Network to a member of staff.

3.4 Monitoring of Network activity

3.4.1 Those that use the Network shall have no expectation of privacy in respect of their activity over the Network, including all information stored on the Network. All activity that takes place over the Network is monitored and logged. Logs include email usage, web pages visited as well as all search queries used on sites such as Google and Wikipedia.

3.4.2 Usage logs may be made available to the schools' management upon request, to be examined, used and disclosed as management in its sole discretion deems necessary to protect the health, safety, discipline and/or security of any person. Usage logs and information located on the Network may also be used in disciplinary actions.

4. USE OF CELLPHONES, LAPTOPS AND TABLETS

4.1 The schools shall, from time to time, implement rules in terms of which use of and access to Personal Electronic Devices on the school campus and during school hours is regulated.

4.2 No Personal Electronic Device brought onto the school campus shall contain any Inappropriate Material.

4.3 The school reserves the right to confiscate and examine the Personal Electronic Device of any learner, including any audio or video recording stored on such device, where there is a reasonable suspicion by any member of staff, any administrator or representative of the school that such learner is in breach of any provision of this policy, the learner agreement for internet use or any other school rule.

5. PRIVACY

5.1 The school respects the privacy of all learners and staff and expects those who use the Network or who bring Personal Electronic Devices onto the school campus to do the same.

5.2 Unless given explicit permission by a member of staff or other representative of the school, no learner shall use any Personal Electronic Device to take any picture, voice or video recording during any lesson or classroom activity.

5.3 Learners, staff, parents/guardians and third parties must be authorised to take pictures, voice or video recordings during break time and after school activities, including during sports events. This authorisation may, however, be withdrawn at any time by any member of staff or other representative of the school, in his/her sole discretion. Where any person is instructed by a member of staff or other representative of the school to cease taking pictures, voice or video recordings in terms of this clause, such person shall cease to do so immediately.

5.4 Notwithstanding the provisions of clause 5.3, unless given explicit permission by a member of staff or other representative of the school, no learner, parent/guardian or third party is authorised to take pictures, voice or video recordings during any school play or other production staged by the school.

6. DISCLAIMER

6.1 The school accepts no responsibility for Personal Electronic Devices brought on to the school campus. The responsibility to keep Personal Electronic Devices secure rests with the individual owner and the school will not be liable for any loss or damage of any such Personal Electronic Device.

6.2 All access to and use of the Network, whether using a school computer or Personal Electronic Device, is at the sole risk of the user. The schools make no representations or warranties, implied or otherwise, that the content available via the Network is free from errors or omissions or that the Network will be uninterrupted or error free.

6.3 Neither the schools, nor any of their employees, directors, agents, members of staff or governing bodies shall be liable for any loss, damage or inconvenience of whatsoever nature arising directly or indirectly from:

6.3.1 The access or use by any person of the Network, whether using a school computer or Personal Electronic Device, including the access of any content via the Network.

6.3.2 The inability to use or access the Network.

6.3.3 The use by any person of any Personal Electronic Device while on the school campus.

6.3.4 Any content existing on any Personal Electronic Device brought onto the school campus or exposure of any person to content existing on any Personal Electronic Device.

6.3.5 The loss or theft of any Personal Electronic Device of any person on or from the school campus.

7. SANCTION

7.1 General: Should any person be found to be in violation of this policy, such person shall have their right to access the Network temporarily or permanently withdrawn. The breach of this policy by any person shall further be considered serious misconduct and subject to disciplinary procedures as contemplated in all other applicable codes of conduct and school policies.

7.2 Additional learner sanctions: In addition to the sanctions contemplated above, the conduct of learners using the Network and/or any Personal Electronic Device may amount to serious misconduct as contemplated in Schedules 1 and 2 Provincial Gazette Vol. 6, No 144, 4 October 2000. Any learner found to be in violation of this policy may also:

7.2.1 Have their Personal Electronic Device confiscated for a period of up to one week.

7.2.2 Be temporarily or permanently prohibited from bringing any Personal Electronic Device onto the school campus.

8. AMENDMENTS

The individuals authorised to approve and review amendments to this policy are set out on page 1 of this policy.

Signed on this _____ day of _____ 20_____

_____

Name

_____

Signature