BRIDGE HOUSE

PRE-PRIMARY · PREPARATORY · COLLEGE

INFORMATION & COMMUNICATION TECHNOLOGY GUIDELINES FOR BOARDING

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PREAMBLE:

These guidelines apply to the use of Information & Communication Technology (ICT) equipment in the boarding houses. The term 'digital devices', includes but is not limited to "smart devices", tablets, cellular phones, laptops, watches and desktop computers. This includes devices of a similar nature that may come onto the market in the future.

ICT plays an important part in modern life and a lack of exposure to these technologies will be a distinct disadvantage in the 21st Century. ICT can enhance every aspect of education if integrated into the curriculum. Bridge House has made large investments in ICT to ensure that all users have access to technology whenever and wherever learning is taking place.

The boarding houses have been equipped to enable high speed access to the school's network system and controlled access to the Internet.

All users are encouraged to use ICT for educational as well as appropriate recreational purposes. The recreational uses of ICT should not interfere with the holistic development of the individual. Each individual's use of the system should not detract from other users' ability to use the system in a constructive manner. This applies specifically to:

a) Communal areas where digital devices are shared
b) Internet bandwidth use
c) The introduction of malicious software (Malware, viruses, spyware etc)

Self-regulation with regard to Internet use is encouraged. However, the school has a responsibility to implement technical controls and to inspect user access logs if necessary. (This is covered in some detail in the Information Technology Acceptable Use Policy).

The School's Information Technology Acceptable Use Policy applies in the boarding house just as much as in any other part of the school.

RESPONSIBILITIES:

Users may only use the school's network equipment. Users may not use or have in their procession any other hubs, switches, wireless access points or routers apart from those provided by the school.

All personal digital devices must use network assigned (DCHP) IP, DNS and gateway addresses.

The Internet may only be accessed through the school's firewall. Any attempt to access the Internet without going through the firewall will be considered an offence. This includes making use of sites whose purpose is to avoid the restrictions of the firewall or to hide sites that have been visited, including VPN (Virtual Private Network) connections.

Personal digital devices should be connected to the school network. This will be configured, set up and approved by the IT department. (Parents should note that digital devices not connected to the school network cannot be monitored and it is the responsibility of parents to ensure that appropriate digital safeguards are in place.)

All digital devices connected to the network must have an up-to-date version of suitable antivirus software. The IT Department can advise users in this regard.

All operating systems and Office productivity software installed on users' machines must be fully licensed. Users are reminded that the school provides access to the Microsoft School Licence Agreement.

Sharing of copyrighted material such as games, music and videos is not permitted. No users may set up servers or other devices for this purpose.

Each user is responsible for ensuring their own IT security. Each individual is responsible for whatever happens on any machine that is logged in to the system using their login details. Users are encouraged to change passwords regularly, never to give their password to another person or allow them to use a machine logged in on their account.

Device usage times are restricted. Each grade has a "lights out" time. Digital devices may not be operated after this time. In consultation with the Head of the specific boarding houses, extensions may be negotiated.

The sound from computers should be consistent with other regulations regarding music and noise in the boarding house and should not disturb other members in the house. Headphones or private listening devices are recommended.

Computer games may not be played during prep time, under any circumstances. Recreational browsing of the Internet should be restricted to breaks or other times when students are not expected to be working. While social networking sites are not prohibited, the times that these sites are available are restricted.

Users may not attempt to circumvent any security measures put in place by the network administrators. These measures are implemented to ensure the best allocation of shared resources and to ensure the safety of all users. Not following the spirit of the IT Acceptable Use Policy will mean that technical restrictions may be required, to enforce the even distribution of resources.

If the Head of Boarding considers that any digital device is not being used for education purposes he/she may remove the computer for a period of time or require that it be permanently removed from the boarding house. This will be done in accordance with the Code of Conduct and the Disciplinary Guidelines.

No digital device may be used to bully or humiliate another person. Boarders must carefully consider what they say in any form of communication whether it is in email or on social networking sites.

The shared computers are intended primarily for academic purposes. If a user is wanting access to a machine for academic reasons, he /she will be given preference over someone playing games or browsing the Internet.

The shared computer area should be kept clean at all times. Food and drink may not be taken into this area.

Should there be reasonable suspicion that unacceptable use has occurred, the school reserves the right to view any data stored on a boarder's digital devices. Similarly the school reserves the right to view any data stored in user accounts on the school network.

The school's Code of Conduct and Disciplinary Procedures Guidelines will apply should transgressions of this policy occur.