

Roots Gymnasium ICT Policy



Approved by:	Approval Date:	Next Reviewed:
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Policy Name: Roots Gymnasium ICT Policy

Date of Next Review: Date 2 years from approval for Contact Officer to review policy.

Introduction: At Roots Gymnasium we work diligently to improve the quality, access to and responsible use of technology tools and resources. Essential to this effort is the willingness by the Roots Gymnasium teachers & leadership team to rethink teaching and learning. We are continually investing in infrastructure and services to better serve our staff, student, and parent population(s).

Roots Gymnasium is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of iPads, content-focused curriculum and collaborative technology tools. The lessons learned and the insights gained through this effort, will provide an effective and feasible blueprint for future implementations.

The policies, procedures and information within this document apply to all iPads, computers and laptops used at Roots Gymnasium, including any other devices considered by the Administration to be subjected by this policy. Teachers may set additional requirements for use in their classrooms.

Definition of Learning: Learning at Roots Gymnasium is a journey of inquiring, discovering, and experimenting while developing understanding and acquiring new knowledge, skills, and concepts. In the process, the learner constructs meaning by making connections and applying these in daily life situations. The learner realises individual potential through continued reflection and exploration. The learning environment is multi-sensory, collaborative, enjoyable and encourages international mindedness.

Purpose of the policy: To have a positive impact on student and teacher performance, strengthen relationships between stakeholders and to provide the best tool to assist in achieving the desired learning objectives.

iPads

1. Taking care of your iPad

1.1. General Precautions:

- 1.1.1. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- 1.1.2. Cords and cables must be inserted and disconnected carefully to prevent damage to the iPad.
- 1.1.3. iPads must never be left in an unlocked locker, car, or any unsupervised area.
- 1.1.4. Students are responsible for keeping their iPad's battery charged for school each day.
- 1.1.5. Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- 1.1.6. Only labels or stickers approved by Roots Gymnasium may be applied to the iPad.
- 1.1.7. iPads that are stolen must be reported immediately to the class teacher and Police Department.

1.2. Screen Care:

The iPad's screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.

- 1.2.1. Do not lean on the top of the iPad.
- 1.2.2. Do not place anything near the iPad that could put pressure on the device.
- 1.2.3. Do not place anything in the carrying case that will press against the device.
- 1.2.4. Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

2. Using your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

2.1. iPads Left at Home:

If students leave their iPads at home, they are responsible for completing course work as if they had their iPad present. Repeat violations will result in disciplinary action.

2.2. Charging Your iPad's Battery:

iPads must be brought to school every day in a fully charged condition.

If an iPad loses charge due to use throughout the school day, chargers may be used at the discretion of the teacher.

2.3. Screensavers/Background Photos:

iPad wallpaper will be managed by our MDM system to ensure an appropriate image is displayed.

2.4. Sound, Music, Games, or Programs:

- 2.4.1. Sound must be always muted unless permission is obtained from the teacher for instructional purposes.
- 2.4.2. Music on the iPad can be used at the discretion of the teacher.
- 2.4.3. Students are responsible for always carrying earphones.
- 2.4.4. Students are not permitted to download applications and games which might be deemed inappropriate by Roots Gymnasium Staff.
- 2.4.5. All required applications will be installed and managed by the school's MDM system, which includes updates and any volume license installations. This is to ensure a level of standardisation.

3. Printing

- 3.1. Printing will not be allowed, unless per request from the teacher. Students can work with teachers to print in instances where printing cannot be avoided.
- 3.2. Should a learner request a printout, the work can be mailed/airdropped/shared with the teacher who will print it from his/her laptop.
- 3.3. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

4. Managing your files and saving your work

- 4.1. Saving to the iPad/Home Directory:
Students are responsible for saving work to any cloud-based service, iCloud, OneDrive etc. from their iPad. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.
- 4.2. Network Connectivity:
Roots Gymnasium Private School does not guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, Roots Gymnasium will not be held responsible for lost or missing data.

NB: It is a violation of the "Acceptable Use Policies" (point #6 below) to use applications or third-party hardware that bypass Roots Gymnasium Proxies and filtering. Repeat violations will result in disciplinary action.

5. Software on iPads

- 5.1. Originally Installed Software:
The software apps originally installed during enrolment by Roots Gymnasium must remain on the iPad in usable condition and must be always easily accessible.
From time to time the school may add software applications using the MDM system for use in a particular course or class. The licenses for this software require that the software is deleted from iPads at the completion of the course.
Periodic checks of iPads will be made to ensure that students have not removed required apps. Repeat violations will result in disciplinary action.
- 5.2. Additional Software:
Roots Gymnasium will enrol the iPads into its MDM solution so that they contain the necessary apps for academic work. If space is needed on iPads for academic-related apps, student-downloaded/purchased apps will be removed.
- 5.3. Inspection:
Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock the device must be provided. Disciplinary action will be taken at any time if inappropriate materials are found on the device.

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5.4. Procedure for Pre-loading Software:

If technical difficulties occur due to illegal or non-Roots Gymnasium installed software or apps, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software/documents deleted due to a reformat and re-image.

5.5. Software Upgrades:

Upgraded versions of licensed software/apps are available from time to time. The school MDM system will manage updates to the latest versions periodically.

5.6. Apple ID and iTunes:

Students will create a free Apple ID and iTunes account. This is the only iTunes account that should be used on the iPad.

5.7. Find My iPad:

In addition to campus security measures, "Find My iPad" must always be activated. Students must set up "Find My iPad" with their Apple ID.

6. ACCEPTABLE USE

The use of Roots Gymnasium technology resources is a privilege, not a right.

The privilege of using the technology resources provided by Roots Gymnasium Private School is not transferable or extendable by students to people or groups outside the school and terminates when a student is no longer enrolled at Roots Gymnasium Private School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied. The Roots Gymnasium Private School Learner Code of Conduct shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion of students. Where applicable, law enforcement agencies may be involved.

6.1. Parent/Guardian Responsibilities:

Discuss the values and standards with your children that should be followed regarding the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2. School Responsibilities to students:

6.2.1. Connect student iPads to school Mobile Device Management system.

6.2.2. Configure iPad to conform to school requirements.

6.2.3. Provide Internet access at school.

6.2.4. Provide Internet blocking of inappropriate materials as far as possible while utilising Roots Gymnasium Internet.

6.2.5. Provide staff guidance to aid students in doing research, and academic-related activities and help ensure student compliance of the acceptable use policy.

6.3. Student Responsibilities:

6.3.1. Read, understand, and follow the Roots Gymnasium iPad Policy (within the Roots Prospectus).

6.3.2. Use computers/devices in a responsible and ethical manner.

6.3.3. Obey general school rules concerning behaviour and communication that apply to iPad/computer use.

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- 6.3.4. Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions. Use of any information obtained via Roots Gymnasium’s designated Internet System is at your own risk. Roots Gymnasium specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 - 6.3.5. Physical damage to devices should be reported immediately to staff.
 - 6.3.6. Secure iPad devices against theft or loss.
 - 6.3.7. Help Roots Gymnasium protect our computer network by contacting an administrator about any security problems.
 - 6.3.8. Monitor all activity on his/her account(s).
 - 6.3.9. Students should always turn off and secure their iPad after they have finished working to protect their work and information. Securing the iPad includes storing the device out of sight and in a restricted access location.
 - 6.3.10. Should a student receive an email containing inappropriate or abusive language or questionable subject material, he/she must forward a copy to a teacher and delete the e-mail from their iPad.
 - 6.3.11. Students will not plagiarise work that they find on the Internet. (Plagiarism is taking the ideas or writing of others and presenting them as if they were your own). Please see the *Roots Academic Integrity Policy* for more information.
 - 6.3.12. Students will respect the rights of copyright owners.
- 6.4. Student Activities Strictly Prohibited:
- 6.4.1. Illegal installation or transmission of copyrighted materials.
 - 6.4.2. Any action that violates existing Roots Gymnasium Policy or public law.
 - 6.4.3. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - 6.4.4. Use of chat rooms or sites selling term papers, book reports and other forms of student work.
 - 6.4.5. Internet/Computer Games when class or a study block is in session or while commuting to other classrooms.
 - 6.4.6. Use of outside data disks or external attachments without prior approval from the administration.
 - 6.4.7. Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
 - 6.4.8. Spamming (Sending mass or inappropriate emails.)
 - 6.4.9. Gaining access to other student’s accounts, files, and/or data.
 - 6.4.10. Use of the school’s Internet/E-mail accounts for financial or commercial gain, or for any illegal activity.
 - 6.4.11. Use of anonymous and/or false communication to mislead, harm, bully or harass another person.
 - 6.4.12. Students are not allowed to reveal personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including chat rooms, eBay, email, etc.
 - 6.4.13. Participation in credit card fraud, electronic forgery, or other forms of illegal behaviour.
 - 6.4.14. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programmes that can infiltrate computer systems and/or damage software components) of school equipment is not allowed. Disciplinary action will be taken, and students may be prosecuted to the fullest extent of the law.
 - 6.4.15. Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
 - 6.4.16. Bypassing the Roots Gymnasium web filter through a web proxy, VPNs, phone tethering, hotspots, or any other means.

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- 6.4.17. Using the device on non-Roots Gymnasium provided Internet to access explicit websites and information is prohibited.
- 6.4.18. Roots Gymnasium reserves the rights to review, monitor, and restrict information stored on or transmitted via any device connecting to Roots Gymnasium networks and to investigate inappropriate use of resources.
- 6.4.19. Skype / Facetime / Zoom or any other form of video conferencing is prohibited during class. No photos/videos (teachers or students) may be taken or uploaded to any site/social media.
- 6.4.20. No iPad may be taken into any examination venue without permission.

6.5. Legal Propriety:

- 6.5.1. Students must comply with trademark and copyright laws as well as all license agreements. Ignorance of the law does not equal immunity. If you are unsure, ask a teacher or parent.
- 6.5.2. Use or possession of hacking software is strictly prohibited, and violators are subject to discipline as referred to in the Roots Gymnasium Learner Conduct Policy.
- 6.5.3. Violation of applicable regional- or federal law will result in criminal prosecution or disciplinary action.

6.6. Student Conduct and Discipline:

- 6.6.1. If a student violates any part of the above policy, he/she might lose certain iPad privileges for a period determined by the administration. Senior students will also lose their senior privileges during this same period.
- 6.6.2. The Roots Gymnasium administration reserves the right to modify disciplinary procedures based on the severity of the student's action. Violations of general student behaviour policies will, of course, be subject to appropriate disciplinary actions.

7. General procedures

7.1. Forgotten Passcodes:

It is a student's responsibility to keep their passcodes in a safe place and not forget them. An iPad will be disabled after a certain number of unsuccessful attempts at unlocking the device. Once this happens, the student must take their device to iStore for reimaging. All costs of this are for the student's own account.

7.2. Downloading of Apps:

From time to time a student will be required to purchase apps for school use. Apps will firstly be approved by the Information Technology department whereafter the required apps will be communicated to the students by the teachers. Students are required to purchase these apps and provide the Invoice or Receipt from the App Store to the accounts department. The invoiced amount will then be credited to the student's school account. Any apps that are required will be installed via the MDM.

7.3. Damage on Terrain:

It is the student's own responsibility to safeguard their devices while on school terrain. Roots Gymnasium will not take any responsibility for devices being lost or damaged in any way whatsoever.

8. Social Media & Network

Roots Gymnasium recognises the evolution of social media as a mechanism of communication in education and a mechanism of communication in our daily lives. It has become an important and powerful tool from which huge benefit can be derived. However, if social media is not used responsibly, it presents huge risks to individuals and organisations. The negative consequences of social media use can have long-lasting repercussions. To optimise the responsible use of social media, Roots Gymnasium encourages and expects that its employees, learners, and parents/guardians use social media in adherence with appropriate and acceptable practices governing such use.

While Roots Gymnasium facilitates an open and expressive environment and respects the right to free speech, it also recognises the obligation of all citizens to ensure that communications are lawful and do not cause harm to its employees, learners, parents/guardians, Roots Gymnasium and third parties.

For purpose of this section of the ICT policy, “social media” refers to any facility for online publication and commentary, including, without limitation, blogs, wikis, and platforms such as Facebook, Google Plus, Instagram, LinkedIn, TikTok, Twitter, Flickr, YouTube, and any other forms of communication that may now and/or in future be classified or generally regarded as social media.

8.1. Roots Gymnasium teachers shall:

- 8.1.1. Not engage in communications with learners at Roots Gymnasium which, in the context of the educator/learner relationship, are in any manner inappropriate and shall guard against entering communications originated by learners addressed to them which are inappropriate in any way.
- 8.1.2. Take appropriate steps to warn learners who initiate inappropriate communications of any nature, including social media, that such communication is inappropriate and, if necessary, will follow appropriate disciplinary channels in dealing with inappropriate communications.
- 8.1.3. Should an employee become aware of inappropriate communication between an employee and a learner, this should instantly be reported to the Designated Safeguarding Officer (DSO). Please refer to the *Roots Safeguarding and Child Protection Policy* for more details.
- 8.1.4. Should an employee become aware of a discussion, conversation thread, posting, comment, statement or misrepresentation about Roots Gymnasium, its’ employees, learners and parents/guardians, the Head of School should be alerted about this as soon as possible. The employee should not engage in any form of communication regarding this thread or post on behalf of Roots Gymnasium unless explicitly instructed otherwise.

8.2. Social media:

- 8.2.1. Roots Gymnasium employees, learners and parents/guardians using any social media platform in any manner which may link their use to Roots Gymnasium shall:
- 8.2.2. Adhere to relevant policies, procedures and standards published by Roots Gymnasium governing the publication or reproduction of information from information security and communications by Roots Gymnasium employees.
- 8.2.3. If they have the authority to make such claims on behalf of Roots Gymnasium, then they must state and outline the detail of this authority in these communications.
- 8.2.4. If they do not have the authority, they must clearly state that the content is their own opinion and does not represent the opinions of Roots Gymnasium or any other individual at Roots Gymnasium. However, this disclaimer does not remove any potential liability for them in terms of this policy.
- 8.2.5. Not use the Roots Gymnasium name, logo or any other information which may link the user to Roots Gymnasium without the prior written consent of the Head of School.

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- 8.2.6. Adhere to the terms and conditions governing the use of social media on the social media platforms that they use.
- 8.2.7. Not communicate unsolicited communications of any type.
- 8.2.8. Not impersonate third parties in a manner that is intended or does confuse or deceive acceptance of the communication by them.
- 8.2.9. Roots Gymnasium employees, learners and parents/guardians using any social media platform that may in any manner link such use with Roots Gymnasium, shall not post any information originating from Roots Gymnasium or alternatively repost/retweet any information emanating from a third person that includes:
 - 8.2.9.1. Content that may be used for any unlawful purposes or the furtherance of illegal activities.
 - 8.2.9.2. Any person's private information, including video nature, without prior consent of the person.
 - 8.2.9.3. Any threads of violence or harm of any type.
 - 8.2.9.4. Any content that amounts to hate speech. Hate speech is harmful or hateful content that discriminates based on prohibited grounds such as race, religion, gender, ethnicity, or sexual orientation.
 - 8.2.9.5. Any obscene or pornographic images.
 - 8.2.9.6. Any communication or image which may be defamatory or violates the personal rights of any party.
 - 8.2.9.7. Any communication which is offensive, threatening, abusive, harassing, or harmful.
 - 8.2.9.8. Any communication which infringes the intellectual property rights of any third person.
 - 8.2.9.9. Any information that is fraudulent or untrue.
 - 8.2.9.10. Information deemed detrimental to Roots Gymnasium or any employee, learner, or parent/guardian at Roots Gymnasium.

Remember that, even if you did not create the content, you will be responsible for material that you report, retweet, share or like on social media.

You have the right to freedom of expression, but that right may not unjustifiably infringe on the rights of others, e.g., someone else's right to a good reputation, dignity, or privacy.

9. Enforcement of this policy

- 9.1. The terms of this policy shall have the force of a contractual agreement between Roots Gymnasium, its' employees, learners (duly assisted by their parents/guardians) and parents/guardians.
- 9.2. This policy shall be enforced by those parties chosen by Roots Gymnasium to do so.
- 9.3. If disciplinary proceedings are appropriate, they will be conducted in terms of the disciplinary procedures in force at Roots Gymnasium at the time.

10. WhatsApp groups for parents and / or sport teams

The use of a WhatsApp groups has worldwide become a very commonly used method to communicate with a group of people at the same time. Everyone gets the same message at the same time, is informed about important matters. However, WhatsApp groups also cause frustration, of which the following has been experienced by us:

- 10.1. WhatsApp requires Internet access/Wi-Fi – not all parents always have access to this and may not receive an important message.
- 10.2. WhatsApp messages that are sent as late as after 20:00 at night and as early as 06:00 in the morning.

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- 10.3. Children who do not take responsibility to write down simple instructions or information on tests, assignments and homework in class and rely on their parents to enquire via a WhatsApp group about it.
- 10.4. Parents who do not read the School's Newsletter, D6 or letters sent solely on the WhatsApp group for information.
- 10.5. Endless WhatsApp messages on the same topic as all the parents in the group want to share their views.
- 10.6. Parents who abuse the WhatsApp group by selling products or services on the group.
- 10.7. Two or three parents who start a conversation on the group that has no relevance to the rest of the group.

At Roots Gymnasium, WhatsApp groups should be used by teachers, coaches and/or class representatives to communicate with parents. It is also used for sport teams to communicate with each other on practice times and other arrangements. Only the Roots Info group is recognized by the school for official communication; therefore, we cannot take responsibility for the content and/or behaviour on chat groups. The administrator/s of the group must recognize the importance of their task and communicate and respond as soon as possible.

Please see *Communication* in the *Roots Prospectus*.