

THE DEUTSCHE INTERNATIONALE SCHULE JOHANNESBURG
TERMS AND CONDITIONS FOR USE OF
COMPUTERS, SMART DEVICES, AND INTERNET PRIVILEGES FOR LEARNERS

At The Deutsche Internationale Schule Johannesburg, computer access and Internet privileges are available to our learners. In general, this requires efficient, ethical, and legal utilization of the network resources. If any user violates any of these provisions, the privilege will be revoked, and future access may be denied.

The use of school computers, smart devices, and the Internet is a privilege; unacceptable use will result in a cancellation of those privileges, and appropriate school disciplinary action will be taken.

SCHOOL COMPUTERS, SMART DEVICES, AND INTERNET: TERMS AND CONDITIONS

1. Acceptable Use:

- Use of the school computers, smart devices (including but not limited to smartphones, tablets, smartwatches, and other wearable technologies), and the Internet must support education and research consistent with the educational objectives of the school.

Smart Device Usage

- **For Grades 1-4 and 5-7:** Smart devices, including tablets, smartphones, and smartwatches, are not permitted during school hours. Exceptions may be made only by school management for specific educational or support activities.
- **For Grades 8-9:** Smart devices, including tablets, smartphones, and smartwatches, are only to be used for educational purposes and with the explicit permission of a teacher. These devices are not allowed during break times or in non-educational contexts, unless under teacher supervision.
- **For Grades 10-12:** In free lessons, learners are allowed to use smart devices, such as tablets or laptops, for academic activities (e.g., note-taking or research) without specific teacher approval. However, misuse of these devices will result in their confiscation and disciplinary action. During lessons, learners may use smart devices, but only with teacher permission.
- Smart devices are not to be connected to Learning Centre computers.

No mobile devices are to be used during break.

Computer Usage

School computers may be used under the supervision or permission of teachers, supervising staff and/or IT Manager during school hours or after-school sessions on request.

Internet Usage

- The use of school computers, smart devices, and the Internet is a privilege, and the school reserves the right to monitor learners' activities on the systems, including their internet history.
- Learners are encouraged to use the Internet for research and collaboration. However, they must adhere to the principles of digital citizenship, which include respecting the privacy of others, safeguarding personal information, and refraining from harmful or disruptive online behaviours.

2. Unacceptable Use:

- Transmission of any material in violation of any South African law or school regulation. This includes but is not limited to the following points:
- Transmission or reception of pornographic material or access to websites containing foul language, racism, or other offensive content.
- Violation of copyrighted material (see plagiarism policy).
- Use of school devices for commercial activities, product advertisement, religious or political lobbying.
- Misuse of smart devices or wearables, including using smartwatches or other technologies to bypass device restrictions, send inappropriate communications, or access unauthorized resources.

3. The following conduct is not acceptable:

- Food and drink in any computer area.
- Installation or removal of computer software.
- Logging onto more than one computer at a time.
- Using another learner's logon details.
- Cyberbullying (see anti-bullying policy).
- Privacy violations, such as taking photos, videos, or audio recordings without the consent of the relevant person.
- Moving, opening, or disconnecting any computer or peripheral device.
- Installing or playing games on school computers or devices.
- Attempting to breach school network security.
- Failing to immediately report any problems with computers (including password issues, deleted files, or virus problems).
- Inappropriate sharing or dissemination of personal, sensitive, or harmful content, including through social media or messaging applications.

4. Network Etiquette:

- Be polite.
- Use appropriate language.
- Do not reveal your personal address, phone number, or identity to any unknown source.
- Do not use the network in a way that would disrupt its use by others.

5. The Deutsche Internationale Schule Johannesburg will not be responsible for any damages you suffer, such as data loss resulting from delays, non-deliveries, or service interruptions caused by system problems or user actions.

6. Security:

- Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the Internet or the network, notify the school's IT Manager immediately.
- School email addresses should only be used for educational purposes and not for subscribing to non-educational services.

7. Vandalism:

- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data, the network operating system, or computer hardware.
- Digital vandalism, such as intentionally deleting files, altering system configurations, or attempting to hack the school network, will result in disciplinary action and possible legal consequences.

8. Digital Well-Being:

The school emphasizes the importance of balanced and mindful use of digital tools. Excessive use of digital devices for non-educational purposes will result in restrictions on device usage.

9. Duration of Agreement:

The duration of this agreement begins upon signing and ends when the student leaves The Deutsche Internationale Schule Johannesburg.

Use of Microsoft Teams in grades 5-7

Foreword

Microsoft Teams serves as a valuable school-organisational and educational platform at the Deutsche Internationale Schule Johannesburg, enabling structured communication, centralised access to learning materials, homework overviews, test announcements, documentation of lessons, support for absent learners, resource sharing, and assessment transparency.

The use of MS Teams supports the development of digital literacy and future skills, organisational competence, inclusion/transparency for parents and learners, and flexibility during absence.

1. Acceptable use

Use of Microsoft Teams in grades 5–7 must support education, research, and school organisation consistent with the school's educational objectives.

Specific Rules for Grades 5–7

- Teams is intended by the Deutsche Internationale Schule exclusively for school-related purposes. It is not intended as a social network, chat platform, or replacement for WhatsApp or private messaging.
- No compulsory tasks or homework for home completion will be given exclusively via MS Teams in grades 5–7. Essential learning material, announcements, or information must not be provided exclusively via Teams. All essential content must also be made available in class or through alternative (non-digital) means where appropriate.
- Teachers may post homework, additional practice material, differentiated tasks, lesson documentation, PowerPoints, worksheets, links (e.g., Quizlet, reading platforms), and catch-up material for absent learners where needed.
- Assessments and submissions: Where any digital requirement exists (e.g., online submission, digital rubrics, or Teams-based tasks), clear alternatives must be offered, including submission via email or in person/paper. No learner may be disadvantaged due to lack of home device/internet access.
- All class channels and posts must remain structured, professional, factual, and directly instruction related. Teacher moderation is mandatory.
- There is no expectation of constant or after-hours availability. Teachers are not required to respond to messages outside regular working hours. Requests from absent or ill learners must be addressed within a reasonable timeframe, without pressure for immediate replies.
- Major intended uses include: class-wide announcements and organisational information; documentation of learning and lesson logs; homework and differentiation support; resource sharing; and transparent communication of assessment scope.

2. Unacceptable Use

The following are prohibited on Microsoft Teams in Grades 5–7 (in addition to all unacceptable uses listed in the school's general IT Policy 2025):

- Cyberbullying, harassment, privacy violations, or inappropriate sharing of personal/sensitive/harmful content.

- Transmission of material violating South African law, school regulations, or the school's anti-bullying, plagiarism, or digital citizenship policies.
- Attempts to bypass moderation, create unofficial channels/groups, or use Teams in ways that disrupt its educational purpose.
- Excessive or non-educational screen time that contravenes the school's emphasis on digital well-being.

3. Responsibilities

Learners

Learners must use Teams responsibly, follow digital etiquette, respect teacher moderation, and report any problems or inappropriate content immediately. Learners utilizing shared devices—including iPads and computers in the computer rooms or Learning Centre—are required to log out of Teams after each session. If they are unsure of the logout procedure, please request assistance from a teacher.

Teachers (Grades 5–7)

Teachers retain full administrative and pedagogical control of channels. They should:

- Ensure all essential content and tasks are also available in class.
- Provide alternative submission methods for assessments.
- Maintain professional, structured communication.
- Respect boundaries regarding after-hours responses.
- Actively moderate to prevent private learner chats.

Parents and legal guardians

Parents are to supervise their children's device and MS Teams use at home and to guide responsible digital behaviour. The school does not assume responsibility for monitoring, supervising, or controlling learner activity on MS Teams (or any devices) outside school hours or in private/home contexts. This responsibility lies with parents, consistent with the information already provided to families. (e.g. IT-Policy)

School

The Deutsche Internationale Schule maintains oversight, continues to explore technical restrictions on private chats, communicates policy updates, and ensures equitable access where possible within school hours.

4. Digital etiquette (network etiquette for MS Teams)

- Be polite and use appropriate, professional language.
- Do not reveal unnecessary personal information.
- Respect the privacy of others; obtain consent before sharing images, recordings, or personal content.
- Do not disrupt the platform's use by others.
- Follow all principles of digital citizenship as outlined in the school's IT Policy 2025.

5. Security, privacy, and monitoring

The school reserves the right to monitor activity within school-managed MS Teams channels and spaces, consistent with the IT Policy 2025. Security on the platform is a high priority. Any identified security issues must be reported immediately to the IT Manager or class teacher. School-managed MS Teams accounts should be used only for educational purposes.

6. Consequences of misuse

Violation of this policy may result in:

- Temporary or permanent restriction/loss of MS Teams access privileges.
- Confiscation of devices (where applicable).
- Disciplinary action in accordance with the school's Educational and Disciplinary Measures and other relevant school policies.

CONTRACT AGREEMENT FOR LEARNERS AND PARENTS/GUARDIANS

LEARNER CONTRACT

I have read and *understood* the Terms and Conditions for Educational Computer Use and Internet Privileges. I understand and will abide by the stated Terms and Conditions. Should I commit any violation of these regulations, my access privileges may be revoked, school disciplinary action will be taken, and/or legal action may be pursued.

LEARNER'S FULL NAME: _____

LEARNER'S SIGNATURE: _____

DATE: _____

PARENT OR GUARDIAN CONTRACT

As the parent or guardian of this learner, I have read the Terms and Conditions. I understand that this access is designed for educational purposes, and The Deutsche Internationale Schule Johannesburg has taken reasonable precautions to eliminate access to controversial material. However, I also recognize that it is impossible for the school to restrict access to all controversial materials and that the school will not be held responsible for materials acquired by my child on the network.

I also understand that the use of smart devices at DSJ is a privilege, not a right, and that misuse will result in consequences, including the possible revocation of this privilege.

PARENT'S/GUARDIAN'S FULL NAME: _____

PARENT'S/GUARDIAN'S SIGNATURE: _____

DATE: _____