

LUSITÂNIA PRIMARY SCHOOL

INTERNET, E-MAIL, AND COMPUTER USE POLICY

Policy Statement

Use of Lusitânia School computers, networks, and Internet access is a privilege granted by the Lusitânia Board and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Lusitânia School purposes;
- Engaging in private or personal business activities using the School's Computers or Internet access.
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorisation from someone with the right to make such a grant;
- Misrepresenting oneself for the Lusitânia School;
- Violating the laws and regulations of the country or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Lusitânia School's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Lusitânia School networks or systems;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Defeating or attempting to defeat security restrictions on Lusitânia School systems and applications.
- It is a violation of Lusitânia School policy for any employee, including system administrators and technicians, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.
- Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorised attachments be placed on another's electronic mail message;
- The Internet is to be used to further the Lusitânia School's mission, to provide effective service of the highest quality to the Lusitânia School's customers and staff,

and to support other direct job-related purposes;

- Downloading, installing or running any software without the express permission of the computer administrator;
- Altering the computer or change the settings or system configurations in any way;
- Using obscene language;
- Sending or displaying offensive messages or pictures;
- Harassing, insulting or attacking others;
- Damaging computers, computer systems, software, or computer networks;
- Violating copyright laws;
- Using another's ID/password;
- Illegal use of data in folders or work files.

I _____ have read and understood the Policy Statement and I accept that the Headmaster and/or Board of Governors may revoke my access to the School's computers and Internet should I be found to have transgressed the policy in any way.

Signed: _____ at Harare on the ____ Day of _____ 20 ____

Witness _____

Witness _____