



UNITED HERZLIA SCHOOLS

בתיה"ס המאוחדים הרצליה

COMPUTER FACILITIES AND THE INTERNET - ACCEPTABLE USE POLICY

United Herzlia Schools has invested a great deal of money in order to upgrade the computer facilities at all our campuses, and we are proud to offer our pupils a vibrant computer education in accordance with the high standards of our academic programme. For the last few years, we have also had full internet access at our campuses: pupils have their own email addresses, as well as educational access to the World Wide Web, when appropriate.

What are the possibilities?

Our pupils use the computer facilities across a number of learning areas at each phase of their schooling. Some of these aspects incorporate computer literacy, research, word processing, desktop publishing, spreadsheets, databases, web page construction, graphics, telecommunications and the use of programming languages – to name just a few. We also have a wide range of subject based software, which can be incorporated into a number of subject areas.

Access to email and the internet enables pupils to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other internet users around the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While the purpose of the school is to use internet resources for constructive educational goals, and not for recreational or frivolous purposes, pupils may find ways to access other materials. We do our best to ensure that pupils do not visit these sites, and they are aware that it is strictly against accepted practice to do so. We do, however, believe that the benefits to pupils from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

The software is designed to monitor the websites that are accessed from the school computers, as well as any files or potential viruses that may be downloaded from the internet. The software is also designed to protect the network itself and scans all directories, work that is produced on the computers and/or saved on the computers, as well as any outside disks or CD-Roms that are inserted into the computer hardware for material that does not comply with the rules of this policy. This is part of our continuing effort to protect our pupils from the negative aspects of the internet, while allowing them to have the full access to the many benefits that the Internet offers.

What are the school's expectations?

- Pupils are responsible for appropriate behaviour on the school's computer facilities, just as they are in a classroom or on a school playground.
- Communications on the network are often public in nature, and general school rules for behaviour and communications apply.
- The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. Pupils should never access, keep, or send anything that they would not want their parents or teachers to see.
- The use of the network is a privilege, not a right, and may be revoked if abused.

What are the rules?

We would like parents to be aware of the following specific conditions under which children have access to computers in general, and in particular to the web, at school:

- Everyone in the school must treat computers with care, abiding by the rules of the computer laboratories, communicated in writing and / or verbally.
- No pupil may change the DOS, Windows or program settings on any computer without the permission of the computer teacher.
- No manuals or computer equipment may be removed from the Computer Room.
- Pupils use the facilities of the computer laboratories only under the supervision of staff members or authorised computer monitors.
- At the Primary and Middle Schools, teachers will provide guidance for finding information on the web for specific project work, but we welcome additional addresses of educational sites.
- Information (text or graphics) may be printed from a CD-Rom encyclopaedia or the web when it is required for specific work, in consultation with the relevant teacher. No other pictures or text, other than the pupil's own work, may be printed without permission from a teacher.
- No web games may be played or downloaded; no websites of any nature may be downloaded.
- Pupils may not visit any pornographic or other undesirable websites. If they happen upon such a site by chance, they must leave it immediately, before exploring it.
- No profane, abusive or impolite language should be used in email communications.
- The distribution of inappropriate messages to groups or individuals is not permitted.
- Chat lines may not be accessed from school.
- No web-based email may be used from the school's computers (e.g. Hotmail, Yahoo, etc) - the only emails that are permitted are the Herzlia email accounts that have been issued by the school to the pupils.
- Pupils must ensure that they log off from their workstations when they are finished.
- Using an account owned by another user is strictly forbidden.
- All reasonable care must be taken when working with computers, printers and peripherals.
- Unauthorised access to any network resource is strictly prohibited.
- Degrading or disrupting system performance by wastefully using network resources will not be tolerated.
- No software may be loaded onto any computer on the Herzlia networks.

Pupils who visit undesirable sites, play games on the web, download, create or print unsuitable material, behave inappropriately or infringe any of the above conditions for appropriate usage, may be banned from using the computer facilities for varying periods of time. In the case of regular infringements, further disciplinary action will be taken.