



St Mary's School  
Waverley  
Founded 1888

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ACCEPTABLE USE POLICY

This policy outlines the responsible and ethical use of technology, devices, and online systems at St Mary's. It applies to all pupils and staff and reflects our school values of Love, Integrity, and Community. Technology is provided to support learning and collaboration. All members of the St Mary's community are expected to use devices and online tools responsibly and in accordance with the school rules and South African law. The school takes reasonable steps to promote safe, responsible technology use but cannot monitor all digital activity. Users remain accountable for their conduct.

### Access and privacy

- All users must comply with the school's device management systems and configurations
- The school may review digital activity and files to maintain system integrity, uphold safety, and ensure responsible use
- Users must respect the privacy of others and comply with the Protection of Personal Information Act (PoPIA)
- Personal devices (phones, iPads, laptops) remain the responsibility of their owners. School IT staff are not responsible for personal maintenance or repair

### Responsible and unacceptable use

Use of ICT and digital platforms must show respect for others and uphold the reputation of the school. The following is not permitted:

- bringing the name of the school into disrepute
- sending or displaying offensive or unfair discriminatory or harmful material
- using obscene or abusive language
- harassing, insulting or attacking others online
- accessing or distributing inappropriate content
- damaging or interfering with any device, system, or network
- violating copyright or intellectual property laws
- using another person's account or password
- attempting to bypass security settings or remove management profiles
- employing the school systems for personal commercial gain

### Academic integrity and Artificial Intelligence

AI tools may be used for learning or productivity only where permitted by teachers. They must not be used to misrepresent personal work, create or share false or misleading content, or compromise academic integrity.

### Wellbeing and digital citizenship

Users should manage their screen time and digital habits responsibly. Online conduct is held to the same standard as in-person behaviour, guided by our school values and Code of Conduct.

**Misuse of technology may result in disciplinary action, restricted digital privileges, or legal action.**