

Rules for the Use of Computers and Network



All teachers and students have a computer network with access to internet and e-mail at their disposal. Since the equipment of the computer rooms is of high material value, its maintenance expensive, and proper functioning in the interest of everybody the following rules for the use of computers and network have been introduced, which need to be acknowledged in writing by teachers and students.

Some rules can be temporarily suspended by the authority and in the presence of a teacher.

Access to and conduct in the computer rooms

- Priority is given to scheduled classes and courses.
- The individual use of computers is only allowed in room R73. During intervals only students of Secondary School level 2 are allowed to use the computers.
- Room 61 is for learning computer operations and classes or groups have access only when accompanied by a teacher.
- It is not allowed to take food or beverages into the computer rooms.

Handling of hard- and software

- Users are not allowed to install *programmes* (e.g. games, shareware), remove programmes, copy installed programmes, and change the configuration of programmes.
- Users are not allowed to change the *wiring*, remove or add wire connections.
- Printing is only allowed with the explicit permission of a teacher.
- *Damage* to machines, programmes or accessory items (mouse, keyboard, drives) must be reported to the teacher immediately. Users are liable for damages caused wilfully or carelessly.

Handling of data and storage

- Without the owner's explicit permission users may not change *data files*, which do not belong to them, copy them or delete them.
- Users themselves are responsible for *saving* their data (USB-stick, on-line saving etc)
- Users' own data are to be saved to specially set aside folders in the network. The creation of large data files should be avoided and data which are no longer needed should be deleted. This also applies to e-mails sent and received.

Network and use of internet

- Users are not allowed to download programmes and data files from the internet if it violates *copyright*. This applies in particular to pictures, audio and video files.
- It is not allowed to try to penetrate into other computer systems (*hacking*) or enter protected areas of the network.
- It is not allowed to circulate offensive, vulgar, or obscene messages through the computer network. The same applies to e-mail communication.
- It is not allowed to open websites, which severely hurt personal and religious feelings of other network users, contain fascist and racist remarks, glorification of violence, pornography, gambles, and call for violent or criminal action. Technically, everything possible has been done to prevent such sites from being opened.
- Exclusively the user concerned and not the German School will be liable for unlawful acts committed via internet.

School management will constantly check compliance with these rules.

A user who wilfully caused damage will be charged the usual hourly rates in case a specialist needs to be hired for repair.

Consequences in case of non-compliance with the rules

1. In case of misconduct the student concerned will be warned by the supervising teacher.
2. In case of repeated misconduct the student's parents will be informed by phone or in writing.
3. In case of an additional event of misconduct the parents will be invited for a meeting.
4. If the student's conduct does not improve he will be excluded by the school director from using the computers and the network for a limited period of time.
5. In case of further misconduct the student will be excluded permanently by the director from using the computers and the network.

Prevention

- Written acknowledgement of the rules by students and parents
- Presentation of the rules by the class representative in a session with the class teacher
- Announcement of the rules in the newsletter
- Notice displayed in the computer rooms

Date: 18.02.2009



Acknowledgement of rules concerning the use of computers and network of the German School Nairobi

Name of the student: _____

I herewith confirm that I have received and read the rules concerning the use of the computers and the network in the German School Nairobi and I shall contribute in the best way possible to achieve compliance with these rules.

Place: _____ Date: _____

Signatures:

Student

Parent