



# COLLEGE OF MAGIC NOTICE



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## Acceptable Use Policy

The purpose of the College of Magic's information resources is to facilitate the work and objectives of the organization. In order to meet this purpose, the College of Magic's IT resources will at all times be used in an approved manner to avoid loss or damage to our operations, image, or financial interests and to comply with official acceptable use policies and procedures.

### **COMPLIANCE**

The College of Magic owns all IT resources and use of such facilities constitutes consent for the College of Magic to monitor, inspect, audit, collect, and remove any information without permission or further notice. Failure to abide by this acceptable use policy places the College of Magic's IT resources at risk. Staff will be held personally accountable for any such occurrences.

### **HARDWARE & SOFTWARE**

To prevent the introduction of malicious code and to protect the integrity of the network, staff are not permitted to make use of any unauthorised equipment or software.

### **EMAIL & INTERNET**

Access to the internet is provided to staff whose duties require it for the conduct of College of Magic business. Occasional and incidental personal internet use shall be permitted as long as it does not impact negatively on the network or interfere with the College of Magic's ability to perform its mission. All email and internet transmissions are monitored.

Prohibited activities when using the internet include, but are not limited to, sending or accessing:

- Information that violates South African laws.
- Any material that may defame, libel, abuse, embarrass, tarnish, present a bad image of, or portray in false light, the College of Magic, the recipient, the sender, or any other person.

- Pornographic, racist or offensive material, chain letters, unauthorised mass mailings, or malicious code.
- Web sites deemed to be off- limits.
- Sensitive information without prior approval.

## **SOCIAL MEDIA**

- Whilst the College of Magic respects the rights of all staff and students to freedom of expression and does not object to or discourage the use of Social Media, the College of Magic has an obligation to protect its employees, volunteers, parents, students, reputation and private information.
- As a result, we ask that staff and students not do anything on Social Media that may bring the name of the College of Magic into disrepute, and we ask that staff and students act in the best interests of the College of Magic on Social Media.
- Staff and students also have a legal duty to ensure that all of their communications on Social Media are lawful, do not cause harm and do not infringe on other peoples' rights.
- Staff and students are reasonably identifiable as staff and students at the College of Magic when interacting on Social Media platforms and as a result, the College of Magic may be linked with any information, comments and submissions that are shared or made by them on Social Media platforms and can suffer damages as a result of same.
- As a result of the above, the College of Magic asks its staff and students to exercise personal responsibility when they engage in Social Media and to adhere to the terms of this Policy.

## **WHATSAPP & CHATS**

- The College of Magic uses class WhatsApp groups as an important channel for communication and learning.
- These groups need to adhere to the Protection of Personal Information Act, 4 of 2013 ("POPIA"), from 1 July 2021. We are required to obtain your consent for being part of these WhatsApp groups. As such, you are herewith notified that you are entitled to refuse such consent and you may exercise such a right by leaving any of the WhatsApp groups at any time. Should you elect to remain in a group, it will be accepted that you have consented to being a part of that group and to your personal information (being your cell phone number and name) being noticeable to any person in the group.
- Due to the nature of our communications, permitted photos and videos of students are often shared within these groups for educational purposes. In this regard, we ask all parents and students of these groups not to make use

of such personal information for whatsoever reason, without obtaining the consent of the relevant person.

- Please avoid any further sharing or redistribution of images containing other students, staff or educators without obtaining the relevant consents.

## **GENERAL**

Generally prohibited activities when using the College of Magic's IT resources include, but are not limited to, the following:

- Stealing or copying of electronic files without permission.
- Browsing the private files of others.
- Performing unofficial activities that may degrade the performance of the network.
- Performing activities intended to circumvent the security or access controls of the College of Magic's IT resources.
- Bringing discredit to the College of Magic.
- Using the College of Magic's IT resources for personal gain.
- Disclosing any private information that is not otherwise public.
- Performing any act that may defame, libel, abuse, embarrass, tarnish, present a bad image of, or portray in false light the College of Magic or any person.