COMPUTER ROOM POLICY

The policy is aimed on:

The school will provide training for students in computing and internet uses as a learning tool.
Computer facilities are provided for the educational benefit of learners and professional development of staff.
To equip the school with a learning platform consisting of computer equipment that will make the teaching and learning easier for all.

Definition
It is used for educational purpose.

Rights and responsibilities of teachers
- Responsible for good behaviour.
- Defining fun.
- Make all preparations
- Load of software
- Music and games and other programmes are not allowed = must without notice
- Computer lab is just open during lesson hours – see that all students left
- Remain in class and monitor students at all times
- Monitor the computer and usages
- Inspect all the files and activities
- Make learning easy and effectively
- Make it practical and relevant so that the student is able to use their skills in life outside the learning areas.
- Provide an environment that is challenging to learners
- Learners must be encouraged to talk about what they are doing in their own language
- Encourage learners to share their ideas and problem solving
- Provide opportunities for learners to build on their experiences
- Develop new ideas and insight through activities

Rights and responsibilities of students
- Obey the rules
- Don't access another learner's files
- No food or drinks at or near computers
- Stay in room – don't disturb other classes
- Be polite – not abusive or threatening in messages
- No games or music
- Not modify files or data that belongs to other.
- Report other student breaking these rules.
- Follow the teachers instructions while using the computers
- Always close the programmes before leaving their computers.
- Remove all rubbish and replace the furniture before leaving.

- Be careful and responsible.

USE OF COMPUTERS (Purpose)
To achieve computer literacy among all teachers and learners.
To assist students with their education

Procedures that should be followed by educators
To teach computer skills will require:
- Enough equipment for learners.
- Sufficient time to develop the confidence
- Knowledge – good trained teachers.
- Prepare learners for risks.

E-SAFETY (procedures that should be followed by teachers)
- Create a safe IT learning environment
- Virus prevention/protection. Must install a reliable virus scanner.
- Content control – deleting files, changing desktop setup, playing around with settings.
- It can effect the computer with serious effects – the computer can't work properly – disrupt computer system
- Damage programme files.
- Only teachers are permitted to load software

AIM:
- To achieve computer literacy among all teachers and learners.
- Empower learners to acquire the knowledge, skills attitudes and values required to operate confidently in the environment in South African community and to respond to the challenges of the economy.
- To encourage learners to use their talents and creativity to archive their full potential and meet the challenges that face them.
- Develop a range of skills. Provides a balanced learning experience that lays the foundation to further education, life-long learning and productive employment.
- Much more than "click and drag". It stimulates enthusiasm for learning, promoting self confidence and independence in children.
- Provides computer access to support the educational mission of the school and to enhance the curriculum and learning opportunities for learners.

PURPOSE:
- To teach a variety of basic computer skills
- To learn the skills and attitudes they will need to prosper as adults in the IT world
- To prepare learners for life.
- To ensure that all learners are able to achieve and develop to their maximum ability and are equipped for life long learning.

USE OF COMPUTERS
- To prepare learners for life and its possibilities and focuses on developing the skills of each learner including those learners with barriers to learning, to relate positively.

- Resources available through internet are of significant value in learning process and preparing learners for future success.
- Promoting self-confidence and in- dependence in children.

MUST
- Personal use of computers ARE acceptable as long as it does not interfere with normal activities. It is provided as a learning tool.
- Files are for the schools use only.
- Use of another teacher's file without their consent is strictly prohibited.
- All files are to be scanned for viruses before being saved.
- Access to non-school related sites is strictly prohibited.
- Bad behaviour such as destroying or modifying files is strictly prohibited.
- Any personal use or illegal activities is strictly prohibited.
- No games playing
- Not harm the computer and systems or files.

RESPONSIBILITIES
TEACHERS:

Learners:

Students must not⊗responsibilities
- Attempt to repair hardware without permission
- Change computer preferences
- Unplug cables or equipment
- Turn of computers
- Touch monitor buttons on the front of the computer
- Download programmes or games

Students must ⊗responsibilities

INTERNET ACCESS
- is available
- filtering software is in place on all departmental computers
- student using computers outside these guidelines will be barred from computer use for
- remaining term and for longer periods of they continue to misuse the computers.

EDUCATION DEPARTMENT
- Each lesson has a direct link to the Education Department. Learning outcomes to ensure that computer lessons are not done in isolation.
- Work close with department so that the experience gained by the school can be a benefit.
- The co-operative interaction is fair to be an exciting adventure for both parties.
- The centre will use these acquired skills by integrating the subject-matter in the various learning areas of the curriculum with technology in order to produce the required outcomes.

This policy has been adopted:

_____   _____

Date   Place

EDUCATORS: _____

                           _____

                           _____

                           _____

PRINCIPAL: _____

CHAIRPERSON (SGB): _____