



ELECTRONIC MEDIA POLICY

POLICY STATEMENT

All digital and online resources (electronic mail, internet, intranet, phone, mobile devices) shall at all times remain the property of Leaders Today, irrespective of whether access is gained from a personal device. This is further extended to any new resources and tools not available at the time this policy is adopted.

Leaders Today makes use of electronic media to improve and enhance Learner's learning. The use of information technology is cost-effective and efficient, and the responsible use of this resource is imperative.

Leaders Today provides electronic media to Learners and Parents for legitimate education and communication purposes and will at all times require strict compliance with this policy.

POLICY PRINCIPLES

1. The use of electronic media is a privilege and should at all times be used in accordance with these principles. In the event that a Learner or Parent misuses any electronic media, Leaders Today reserves the right to disallow any access thereto and/or to take further disciplinary measures against the transgressor.
2. Any electronic mail and/or Internet must never be used inappropriately nor in contravention of the Leaders Today policies.
3. Any access to Internet facilities may only be used for education purposes and no personal or unauthorised usage is permitted. Any abuse of this will result in the privilege being suspended.
4. The Learner and Parents acknowledge that all digital technology and/or electronic media will be monitored by Leaders Today and hereby authorise and consent to Leaders Today intercepting the use of the IT Facilities at any given time for whatever purpose.
5. The Learner and Parents hereby expressly acknowledge that all use of the Leaders Today IT Facilities shall not be regarded as private and is subject to interception.
6. The Learner and Parents undertake to adhere to this policy and shall at all times use the IT Facilities/digital media/electronic media responsibly. No one will be permitted to use any electronic system without reading and accepting the principles herein.
7. If the Learner receives an inappropriate message or attachment, the Learner must report it immediately to their teacher.