



Acceptable Use Policy 2025 - 2026

Approved by:

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1. Purpose:

The computing resources at GEMS GEMS WSR support the educational, instructional, research, and administrative activities of the school and the use of these resources is a privilege that is extended to members of the GEMS GEMS WSR community. As a user of these services and facilities, you have access to valuable school resources, to sensitive data, and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the School will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination.

This document establishes specific requirements for the use of all computing and network resources at GEMS WSR.

2. Acceptable Use

- You may use only the school computers, computer accounts, and computer files for which you have authorisation. You may not use another individual's account, or attempt to capture or guess other users' passwords.
- You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to GEMS WSR for all use of such resources. As an authorised GEMS WSR user of resources, you may not enable unauthorised users to access the network by using a GEMS WSR computer or a personal computer that is connected to the GEMS WSR network.
- The School is bound by its contractual and license agreements respecting certain third-party resources; you are expected to comply with all such agreements when using such resources.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorised use or access. You must configure hardware and software in a way that reasonably prevents unauthorised users from accessing GEMS WSR's network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorisation by the system owner or administrator.
- You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You must not use GEMS WSR computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- On GEMS WSR network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g. password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so.



Acceptable:

- While using someone else's computer from off campus, you connect to GEMS WSR to check your email.
- When you have finished, you log off of your account, closing any browser windows you may have used, and making sure your email password was not saved on the computer.
- While traveling on vacation, you ask a staff person to check your email for you by forwarding your email to their account, removing the forwarding on your return.

Unacceptable:

- While someone else is using a computer, you want to check your email. You ask them to log in, giving them your password to type in for you.
- While traveling on vacation, you ask a staff person to check your email for you by giving them your password. A colleague is out sick, and he/she was receiving responses for an event. Rather than calling them at home to ask them to check their email, you attempt to gain access to their account by guessing their password.
- After having your computer hacked, you decide to download and run hacking tools yourself to help your friends out by checking for vulnerabilities on their computers.

3. Fair Share of Resources

GEMS WSR operate and maintain computers, network systems and servers, expect to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others. The campus network, computer clusters, mail servers and other central computing resources are shared widely and are limited, requiring that resources be utilised with consideration for others who also use them. Therefore, the use of any automated processes to gain technical advantage over others in the GEMS WSR community is explicitly forbidden.

GEMS WSR may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them.

Acceptable:

- You conduct a video conference with your department's satellite office using your computer.
- You use a shared computer in a Library, computer lab, or departmental cluster that you are authorized to use.

Unacceptable:

- You use your computer connected camera to display what is happening in your room 24 hours a day, 7 days a week on the Internet, and list the site on major search engines and post it on any platforms to ensure lots of visitors.
- While using a computer in a departmental cluster, you alter its setup, so that each time it starts up, your favorite programs are started automatically.
- As an employee at GEMS WSR, you store your photos, music, movies or unauthorised software on GEMS WSR resources (either on your workstation or a GEMS WSR server).



4. Adherence with GEMS Corporate Expectation

As a member of the GEMS WSR, you are expected to uphold GEMS Corporate guidelines and Expectation. GEMS WSR staff handbook provides guidelines related to use of technologies, the protection of intellectual property and staff conduct.

As a user of GEMS WSR computing and network resources you must:

- Abide by all GEMS WSR and GEMS expectations
- Abide by all applicable copyright laws and licenses. GEMS WSR has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the internet makes electronic materials extremely vulnerable to unauthorised access, invasion of privacy and copyright infringement.
- Do not use, copy, or distribute copyrighted works (including but not limited to web page graphics, sound files, film clips, trademarks, software and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution.

Staff Use of VLE platforms comply the GEMS and GEMS WSR distance learning procedures and protocols.

Acceptable:

- Storing legitimately-obtained audio files for use in language instruction.
- Displaying a legally reproduced copy (with copyright notice) of a recorded work in a classroom to a group of students and faculty as part of the instructional program.
- Ensure all video and audio files comply with GEMS WSR and GEMS guidelines and expectations, are age appropriate and parental permissions are obtained where necessary.

Unacceptable:

- Taking a CD you own, you make copies of songs onto your computer, and set up sharing to allow others to access those songs from your computer.
- Playing a video in a classroom for entertainment purposes, or for its cultural or intellectual value unrelated to a teaching activity.

5. Other Inappropriate Activities

Use GEMS WSR's computing facilities and services for those activities that are consistent with the educational, research and public service mission of the school. Other prohibited activities include:

- Using a computer connected to GEMS WSR's campus network, you establish a commercial business, selling products or services over the Internet.
- You download, store, print and/or display materials that could be perceived by others as contributing to an intimidating, hostile, or sexually offensive working environment.



- You send out unauthorised and unsolicited email messages to other GEMS WSR community members.

6. Privacy and Personal Rights

- All users of the school's network and computing resources are expected to respect the privacy and personal rights of others.
- Do not access or copy another user's email, data, programs, or other files without the written permission of the owner.
- Be professional and respectful when using computing systems to communicate with others; the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to GEMS WSR discipline as well as legal action by those who are the recipient of these actions.
- If you are away from your electronic device, it should be in lock mode.

While the school does not generally monitor or limit content of information transmitted on the campus network, it reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or as may be necessary, to ensure that GEMS WSR is not subject to claims of institutional misconduct.

While every effort is made to insure the privacy of GEMS WSR email users, this may not always be possible. In addition, since employees are granted use of electronic information systems and network services to conduct school business, there may be instances when the school, based on approval from authorised officers, reserves and retains the right to access and inspect stored information without the consent of the user.

Acceptable:

As part of an investigation into an employee's potential misuse of the campus network for copyright violations, permission is granted from an appropriate office for a supervisor to log into that employee's computer and check files that are stored on it.

Unacceptable:

While checking the email system for possible problems, a systems staff person has to open a mailbox owned by someone else. In doing so, he or she reads the subject lines, finds one that looks interesting, and opens the email message.

7. User Compliance

When you use GEMS WSR computing services, and accept any school issued computing accounts, you agree to comply with this and all other computing related policies. You have the responsibility to keep up-to-date on changes in the computing environment, as published, using school electronic and print publication mechanisms, and to adapt to those changes as necessary.



Acceptable:

- When registering for email at GEMS WSR, and finding a policy presented on the screen, an individual reads it and agrees to it before proceeding to the next screen.
- As malware alerts and other news are sent from corporate office, an individual takes appropriate action to protect his or her computers from those threats.

Unacceptable:

- When registering for email at GEMS WSR and finding a policy presented on the screen, an individual quickly clicks on the "I Agree" button without reading the policy or acknowledging responsibility for following it.
- As malware alerts and other news are sent from corporate office, an individual sets up an email filter to send the information directly to the trash.