



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
1432

P.O. BOX 12557
KATLEHONG
1431

TEL: (011) 307 2349
CELL: (073) 262 8287

E-MAIL: Christopher.Maluleke@gmail.com



SCHOOL POLICY

Computer Room

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

PURPOSE

To Provide Training for Students in Computing and Internet Uses as a Learning Tool.

To Provide Computer Facilities for the Educational Benefit of Learners and Development of Staff.

To Provide the School with Computer Equipment to Create a Learning Platform for Easier Learning.

RESPONSIBILITIES AND RIGHTS OF TEACHERS

- responsible for good behaviour.
- loading of software.
- music, games and non-school programmes are not allowed.
- computer room is open during lesson hours only.
- develop new ideas and insight through activities.
- remain in class and monitor students at all times.
- monitor computer usage, files and activities.
- make it practical and relevant so that the student is able to use their skills in everyday life.
- make learning easy and effective.
- provide learners with a challenging environment.
- encourage learners to talk about what they are doing in their own language.
- encourage learners to share their ideas and problem solving.

- develop new ideas by interactive activities.
- provide opportunities for learners to build on their experiences.

RESPONSIBILITIES AND RIGHTS OF STUDENTS

- be careful and responsible at all times.
- obey the rules.
- don't access another students files.
- no food or drinks at or near computers.
- don't disturb other classes.
- be polite – not abusive or threatening in messages.
- no unauthorised gaming or music.
- do not modify files or data that belong to others.
- report any student breaking these rules.
- follow the teachers instructions.
- always close the programmes before leaving the computers.
- remove all rubbish and replace the furniture before leaving.

PURPOSE OF COMPUTER

- To develop computer literacy by all teachers and learners.
- To support students with their education.

PROCEDURE FOR EDUCATORS

Requirements

- enough equipment for learners.
- qualified teachers.
- sufficient time to develop their confidence.
- prepare learners for risks.

E-Safety

- create a safe learning environment.
- virus prevention/protection (install reliable virus scanner).
- learners must not change files or programmes.
- only teachers are permitted to load software.

Purpose

- to achieve computer literacy.
- to empower learners to acquire the knowledge, skills, attitudes and values required to operate confidently in a challenging environment.
- to encourage learners to use their talents and creativity to achieve their full potential.
- develop a range of skills to provide skills for further education.
- stimulate enthusiasm for learning; promote confidence in learners (much more than "click and drag").
- provides computer access to support the educational mission of the school and to enhance the curriculum and learning opportunities for learners.

Function

- to teach a variety of basic computer skills.
- to learn the skills and adopt attitudes that they will need to prosper in the **IT** world.
- to ensure that all learners are able to develop to their maximum ability and are equipped for technological learning.

Use of Computers

- to prepare learners, including those with learning difficulties to relate positively and skilfully for life.
- learning to obtain resources available through the internet which are valuable in preparing learners for future success.
- encouraging self-confidence and independence in learners.

Critical Rules

- personal use of computers as a learning tool provided it does not interfere with the learning process.
- files are for the schools use only.
- use of another educator'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.
- destroying or modifying files is strictly prohibited.
- personal use or illegal activity is strictly prohibited.
- no games playing.
- no harm to the computer, systems or files.

RESPONSIBILITIES - TEACHERS:

- Teachers ensure that learners do not:
 - attempt to repair hardware without permission
 - change computer preferences
 - unplug cables or equipment
 - turn off computers
 - download programmes or games
- Teachers to ensure that:
 - internet access is available
 - filtering software is in place on all departmental computers
 - learners abusing these guidelines will be barred from computer use for remaining term or for longer periods should they continue the abuse

LIAISON WITH THE EDUCATION DEPARTMENT

- Learning outcomes to ensure that computer lessons are not done in isolation. Each lesson has a direct link to the Education Department.
- Ensure that experience gained by the school benefits the Department.
- The interaction between the school and the Department is an exciting adventure for both parties.
- The Department will use these acquired skills by integrating the subject-matter in the various subjects of the curriculum.

