

# Island School Acceptable Use Policy Information, Communications and Technology (ICT) Systems

## Introduction and aims

This document details the ways in which ICT facilities can and cannot be used in Island School. It is relevant to students, staff and parents who own and maintain computers that students use at home.

Whilst we aim to support the full use of the vast educational potential of new technologies we also have a responsibility to provide safeguards against risk, unacceptable material and activities.

This acceptable use policy (AUP) is provided to ensure that our technology resources and services are used in a manner appropriate to a school setting and in keeping with our ethos and values. This policy should be seen as operating within the overall influence of the Island School Code.

As a member of the Island School community due consideration must be given at all times to the effect one's actions can have on other members of our community and the wider world, when using technology both at home and school.

***At Island School we believe that students should be trusted to use digital technologies in a principled and productive way. It is up to each and every one in our community to work to ensure that we all uphold the general principles of the Island School Code and the IB Learner Profile when using ICT and the Internet. The general spirit of this policy is about giving everyone the opportunity to make productive decisions in the ways they decide to use digital technologies; we should all be fully engaged in the ongoing debate about what responsible digital citizenship means and how we can nurture it amongst all our community members.***

## Essential agreement between school, student and parent/guardian

### Parent / guardian

As a parent / legal guardian of a student at Island School I ...

... will read and am willing to abide by the Island School's Acceptable Use Policy.

☐ ... grant permission for my son/daughter to access the Internet, and Island School's computer systems. ☐ ... support Island School's use of Internet content filtering as a protection from objectionable, or controversial, material accessible via the Internet.

☐ ... will discuss this document with my child, and ensure they understand the importance of adhering to this policy and the Island School Code when using the Internet.

### **Student**

As a student at Island School I ...

☐ ... have read the school's Acceptable Use Policy, and I understand its rules and restrictions. ☐ ... agree to use my laptop for curriculum related tasks only when in lessons; ☐ ... agree to use the Island School computer system and Internet connection in accordance with the most current version of the School's Acceptable Use Policy and the Island School Code as posted on the Island School's website.

### **School**

In order to assist students in learning to properly use Internet technology Island School will ...

☐ ... provide a reliable, high speed Internet connection that is protected by Internet filtering software. ☐ ... guide students to use the internet and the school's computer system safely, appropriately and responsibly.

## **The AUP**

Island School acknowledges that computer technology and the resources of the Internet play an important role in our children's education. It is our goal, therefore, to educate our students in the efficient, ethical, and appropriate use of these resources, and to use these resources to achieve the goals of our curriculum.

Student access to the IS computer system and the Internet is governed by the School Acceptable Use Policy (AUP) and the Island School Code. Students are responsible for their actions, and will be held accountable for unacceptable use of the school computer system, the Internet, or for the intentional damage of IS owned computer equipment. Sanctions, depending on the severity of the offence, may range anywhere from temporary revocation of computer privileges to expulsion from the School.

All parents, and students, are expected to read, and approve by signature, the current version of this policy at the beginning of each school year. The most current version of which will be posted on the IS website at [www.island.edu.hk](http://www.island.edu.hk) and that posted revision will always be considered the official IS policy.

## **Use of Computers and digital technologies at School**

As users of digital technologies at Island School all members of the school community should ...

- behave in accordance with the Island School Code when online;
- use Island School information and communication equipment and services for school approved purposes only;
- not access electronic files, email or other electronic communications of other users;
- not relocate school information and communication equipment without prior permission by the Principal or the ICT manager;
- take reasonable care that there is no damage or loss of any equipment on loan from Island School;
- recognise that electronic communications sent through or stored on Island School's network will be treated as Island School related and may be monitored or examined by the Principal or her/his authorised delegates for operational, maintenance, compliance, auditing, security and/or investigative purposes;
- not publish, access or distribute illegal material, including harassing, obscene, threatening, defamatory, racially vilifying, pornographic or any unlawfully discriminatory material;
- accept that my network user ID and password are for my personal use only and undertake to keep them secure and confidential;
- not record, film or take photographs on school premises without the permission of the Principal or a designated authority, and then only when those being recorded, filmed or photographed give permission;
- not access the school network under the user ID and password of another person;
- logout or lock the computer when I have to leave my computer unattended;
- not send junk mail or chain letters using the school network;
- treat electronic communications as official documents and apply appropriate etiquettes;
- not install software on school computers unless authorised by the Principal or the ICT Department.
- not change original software setting/configuration of school owned computers;
- report any damage to or loss of computer hardware immediately;
- save all documents onto appropriate storage areas of the school network or other appropriate storage systems and ensure that all files are backed up;
- report any inappropriate behavior and online bullying to my tutor or head of house;
- not divulge personal information to third parties;
- abide by the Island School Academic Honesty Policy, when copying and quoting from sources on the internet;
- ensure that they are not breaking copyright restrictions when copying and using material from the Internet;
- seek approval if I intend to host IS content on personal websites;
- ensure that their computer only has legal software installed and should take reasonable efforts to ensure that virus protection software is updated with the latest security patches;
- take appropriate measures to protect themselves whilst online and be aware of the effects of overuse of computers and the Internet;
- not open any downloaded files, emails or attachments that look suspicious. In the event that you receive any files that you suspect contain a virus it should be deleted immediately or reported to the ICT manager;
- not take food or drink near school computers or in the computer rooms;
- Be very careful of any laptop and mains leads that may be lying on the ground when moving around the school site.

## **Use of Personal Laptop Computers**

Students who bring their laptops to school should:-

- store the laptop computer securely when not using it;
- backup regularly all data files;
- install personal firewall and anti-virus software on their laptop and ensure that they are regularly updated;
- connect their laptop to the school network frequently to automatically update the virus detection software and security updates/patches on the laptop;
- ensure that their laptop battery is fully charged at the beginning of each day;
- ensure that there is sufficient memory and storage capacity for their laptop to work efficiently.
- use them for curriculum related tasks only when in lessons.

Island School can not be held liable for any accidental damage to student computers or that resulting from willful vandalism.

Students will be held responsible for damage to other parties' laptops if this results from willful damage, behaviour that does not follow the 'Island School Code' or carelessness.

Island school can not be held responsible when students break the conditions of this policy.

*Approved by the School Council, to be reviewed March 2017*