



Zhuhai International School

Acceptable Use Policy – Students Years 5-13

I understand that it is my responsibility to use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a teacher to do so.

I will hold myself to high standards in using technology:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, when using my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

- I will only use social media sites with express permission, at the times that are allowed, and only for the purpose given in the permission.

MOBILE PHONES & DEVICES

Mobile phones and other portable technology have fast become a normal part of everyday life. If they are to be utilized in school, they **MUST** adhere to the same rules and regulations.

Students should:

- keep devices powered OFF when on campus
- only use the device with the direct permission of the teacher and use in the full view of everyone
- not take recordings or photographs without the express permission of both the teacher and the people involved
- not use devices as communication devices without permission. This includes calling, chatting, conferencing or any other communication
- be mindful of the content when using the mobile phone on the bus and adhere to the same rules as if it was any other device

Students may have their phones in their pockets during the school day in order to use them when permission is granted. **The school will not be held responsible for loss or damage to the device if it is on the student's person when it occurs.**

Students can expect to have their devices removed from their person if they are not meeting their responsibilities. Their devices will be locked in a safe place by the Head of Section until the end of the day.

Continued or ongoing misconduct will result in disciplinary action and potential banning of that device at school for a period of time.

When using the internet, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

- I understand that I am responsible for my actions, including my digital actions, both in and out of school:
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the school devices/network/internet, suspensions, contact with parents and in the event of illegal activities involvement of the authorities.

Disclaimer

- Though ZIS has a network management system, the school cannot be held accountable for the information that is retrieved via the network.
- Notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported as appropriate.
- The school will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- The school makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- The school reserves the right to change its policies and rules through revision by senior leadership.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Student

Parent

Name: _____

Signature: _____

Date:
