



Technology Acceptable Use Policies

XIS Secondary Information Communication and Technology (ICT) Acceptable Use Procedure (AUP)

Updated 2016.09

Xiamen International School provides all secondary students with access to technology by providing, wireless internet access and their own accounts for our systems and services, like Microsoft Office 365, Course Management System Managebac, Tutorial platform Lynda.com, course planning (Naviance) and a host of other services and hardware tools to support learning. Students use these ICT resources and their own devices for classwork, research, and preparation of assignments, communication and development of their own technology skills.

Care must be taken to ensure the resources, both school owned and personal, are protected from harm and that students are not exposed to offensive or illegal materials. Students and parents should carefully read the conditions stated below. To have access to the schools' ICT resources, students must, each year, agree to abide by this XIS ICT Acceptable Use Policy. It is the joint responsibility of staff and the parent or guardian of each student to educate the student about their responsibilities and to establish ethical expectations when using technology.

Secondary Student Agreement

Acceptable uses of technology are activities that support teaching and learning.

As a responsible digital citizen, **I agree to:**

1) **RESPECT** and **PROTECT** the Privacy of Self and Others.

I will:

- a) Keep all my passwords and login name private for all my accounts and make sure my profile is protected.
- b) Only use my own accounts, and not log in as someone else and keep my files private.
- c) Not include my full name, address, phone number, school name or anyone else's personal information, if I publish information or images online.
- d) Consider carefully whom I allow to be my friends online.
- e) Acknowledge that all contributions to the Internet leave a digital foot print and are public and permanent.

2) **RESPECT** and **PROTECT** All Electronic resources like they were my own.

I will:

- a) Be a responsible user and understand that access is a privilege, not a right.
- b) Use school laptops / tablet devices carefully.
 1. Not use devices around food or drink.
 2. Not walk with the laptop open or in a dangerous manner around the school.
 3. Be careful where I place the laptop and understand that by checking out the device that I assume responsibility for its care while it is in my possession.
 4. Leave protective shells on any resource that I have been given to use.
 5. Not download software and or modify the settings of school provided devices without the express consent of the ICT department.

3) **RESPECT** and **PROTECT** the Intellectual property of others.

I will:

- a) Cite sources used including: information, music, videos and images.
- b) Not plagiarize and or steal the intellectual properties of others, both in and out of the school setting.

4) **RESPECT** and **PROTECT** the Principles of community.

I will:

- a) Use polite language when communicating in any format in school communications as well as with outside stakeholders.
- b) Never use any form of electronic communication to harass, frighten, intimidate or bully.
- c) Use personal and or school computers and the Internet for schoolwork only during class time.
- d) Not download or stream music, movies, or games for personal use during school hours.
- e) Use only the programs and websites that my teacher has suggested or approved.
- f) Print with my network card only and not waste resources
- g) Use social networking or gaming at school for school purposes and under teacher supervision.
- h) Use my XIS email account responsibly and I will check my XIS email daily.

The use of computers and other technology tools is a privilege that comes with special responsibilities and a certain amount of due diligence.

Student's Agreement

I have read this list of guidelines. When I use any computers/device and the Internet at school, I promise to follow these guidelines at all times. I understand that I might not be allowed to use the computer if I do not follow these guidelines.

Student Name _____

Student Signature _____

Date _____