

# ISZ Student Acceptable Use Policy

International School of Zanzibar (ISZ) provides its employees and students with access to technology. This technology includes but is not limited to computers, networks and storage devices, printers, scanners, mobile devices and other equipment, the Internet and other remote systems, software, email and other remote applications, and future technology. ISZ's Acceptable Use Policy (AUP) governs use of technology for all ISZ employees and students.

The Educational Purpose of technology as it relates to ISZ students is to assist in preparing them for success in life and work in the 21st century. It provides many benefits, including access to a wide range of information and the ability to communicate with people throughout the world. Students' use of technology is a privilege, not a right, as governed by the Student AUP set forth below.

The AUP provides understandable guidelines and benchmarks to promote the safe, beneficial use of technology by ISZ employees, students, and their families, that can be practically applied day to day, given that technology is inherently changing and unpredictable.

## **Personal Safety**

1. The safety of ISZ students and employees must be the first priority of Users. The AUP allows for limited publication of student and employee information, but the responsible employee must remain ever vigilant regarding unintended use of data in a manner that might imperil students or others.
2. Users should never post personal contact information about students, parents, or others. Personal contact information includes home address, telephone, work address, and geospatial data.

## **Digital Publication**

ISZ may provide technology that allows students, parents, and others to publish digital resources remotely via websites or other means, and for others to access these materials. Users are responsible for the content they post.

## **Due Process**

1. ISZ will cooperate fully with local or national offices in any investigation concerned with or relating to any illegal activities conducted through the System.

2. Where necessary and appropriate, Employee or students in violation of the ISZ AUP will be handled in accordance with governing laws.
3. System Users have a limited privacy expectation in the contents of their personal files stored on or accessed through the System.
4. Routine maintenance and monitoring of the system may lead to discovery that the User has or is violating the AUP or governing law.
5. An investigation will be conducted if there is reasonable suspicion that a User has violated the law or the AUP. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

### **Student Expectations, Rules & Guidelines**

1. RESPECT AND PROTECT THE PRIVACY OF YOURSELF AND OF OTHERS
  - Use only your assigned ISZ accounts. The ISZ email account is the only email account that may be used at school and on school issued equipment.
  - Data, networks and websites may only be used for educational purposes during school hours.
  - Passwords should not be shared with anybody with the exception of your parents.
  - Post no private information in public spaces about yourself or others (e.g. last name, email address, home address, phone numbers, etc.).
  - Cyberbullying will not be tolerated – ISZ reserves the right to take action against any individual who posts or sends material, on or off campus, that adversely affects the safety or well-being of another ISZ community member.
  - If you witness or see any cyberbullying you should report this to your parent, teacher, Head of Department and this will be treated confidentially.
  - Information (text, photos, video, audio) regarding school activities (e.g. sports, performances, field trips, class projects, art work, presentations) may only be published with school authorization.
2. RESPECT AND PROTECT THE INTEGRITY, AVAILABILITY, AND SECURITY OF ALL TECHNOLOGY RESOURCES
  - You must not install any programs on a school computer without permission from the Head of School.
  - Games and social media apps can't be played or installed while in school.
  - Report misuse to a teacher or Head of Department.
  - No desktop computer and/or equipment may ever be removed from its location or tampered with.
  - Respect the school equipment and do not touch other people's electronic devices.

- Always put electronic devices somewhere safe.

3. RESPECT AND PROTECT THE INTELLECTUAL PROPERTY OF OTHERS

- Comply with applicable copyright and intellectual property laws (do not make or use illegal copies of music, games, movies or software).
- Cite Internet sources used in research.
- Do not plagiarize.

4. RESPECT AND PRATICE THE PRINCIPLES OF COMMUNITY

- ISZ staff may look at files and communications to ensure that the technology is being used responsibly.
- Always leave the computer and the environment as you would like to find them.
- Any material in your account, which the school considers inappropriate or offensive, will be removed immediately and reported to your Head of Department.
- Students are not permitted to use the ICT equipment in a classroom without a teacher being present and giving their permission.
- Students must never send, display, access or try to access obscene or offensive material.
- Students must never use peer-to-peer (P2P) networks, Internet chat-rooms on the School network.
- Students must never use Social Networking sites (Facebook, Bebo, etc.), Instant Messengers or Internet chat-rooms on the School network, unless you have specific permission from your Teacher/Head of Department.
- Non-authorized electronic games are not to be played in school.

If the student breaks the code of conduct, the Teaching Staff, the Head of Department or the Head of School, depending upon its severity, may give a sanction. Students must be aware that ICT equipment is closely monitored. This is for student safety and the safety of all our network users.

*My signature below acknowledges that I have read, understood, and agree to the ISZ Student AUP (Acceptable Use Policy). I further acknowledge that I will abide by the rules and guidelines stated above.*

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# ISZ Parent Consent Form

**Your child(ren) may be asked to create the email and/or other online accounts for educational purposes. Photographs of your child(ren) may appear in ISZ publications and documents, or media reports about ISZ.**

Please contact the Head of School if you have concerns about this or any other requirement below.

## **Acceptable Use**

1. The use of ISZ technology is a privilege, not a right.
2. Technology is to be used in a responsible, ethical, and legal manner. Some information and activities are not appropriate for school.
3. All technology use must support ISZ's educational objectives and meet the objectives of ISZ standards of conduct.
4. Use for student self-discovery may be allowed, but the Head of School will decide what usage is acceptable.
5. The Head of School may suspend or permanently end technology access for any student who violates ISZ's AUP.
6. The cost of willful damage will be billed to the parent or guardian of the abusing student.

*My signature below acknowledges that I have read, understood, and agree to the ISZ Student AUP (Acceptable Use Policy). I further acknowledge that I will abide by the rules and guidelines stated above.*

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_