



DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
德 瑞 國 際 學 校
GERMAN SWISS
INTERNATIONAL SCHOOL

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Introduction: The German Swiss International School believes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop the technology and communication skills that are necessary to support their future success. Therefore we believe all students should have access to technology tools when they act in a safe, responsible, courteous and legal manner. This Acceptable Use of Technology Agreement outlines the guidelines and behaviour that students are expected to follow when using school technologies or when using personally owned devices on the school campus.

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- The GSIS network is intended for educational purposes.
- All activity over the network or while using school technology will be monitored and may be retained.
- Access to online content via the network is restricted through filtering in accordance with our policies and Hong Kong law.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- There should be no expectation of privacy while using the school network.
- Students are expected to alert school staff immediately of any concerns for safety or security.
- GSIS will not be held accountable for any harm or damages resulting from student violations of copyright restrictions or user mistakes or negligence.

Technologies Covered: GSIS may provide Internet access, desktop computers, mobile computers, handheld devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

Teachers and students may be using newer Web tools such as blogs, wikis, podcasts, and videocasts. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

As new technologies emerge, GSIS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies: All technologies provided by GSIS are intended for education purposes. Students are expected to be safe, appropriate, careful and kind; students should not try to get around technological protection measures, they should ask a teacher if they are unsure.

Web Access: GSIS provides students with access to the Internet, including web sites, resources, content, and online tools. This access to resources will be restricted if school policies are broken. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student should alert the teacher.

Online Communication and Collaboration: GSIS provides students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Posts, chats, sharing, and messaging will be supervised and monitored by teachers. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Students should be careful to never share personally identifying information online.

School-Owned Devices: GSIS may provide students with devices to promote learning in the classroom. Students are expected to treat these devices with extreme care and caution; Students should report any loss, damage, or malfunction to the teacher immediately.

Personally-Owned Devices Policy: Students in secondary school are permitted to bring in their own learning devices. The rules governing this are covered in the GSIS BYOD Handbook. Students who bring in their own learning devices must abide by all rules stated in this handbook. Primary students must keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff.

Security: Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a student believes a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programs to help remove the virus.

Downloads: Students should not download or attempt to download any files, programs, or software updates, or run .exe/.dmg programs over the school network or onto school resources, even if prompted to do so by the computer or device being used. Teachers may give students special permission to download images or videos. For the security of the network, such files should only be downloaded from sites provided by the teacher, and only for education purposes.

Netiquette: Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Trusted sources should be used when conducting research via the Internet. Teachers or library staff can help with this.

Plagiarism: Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety: Students should never share personal information, including phone number, address, social security number, birthday, pictures, or financial information over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult (teacher or staff at school; parent at home) immediately.

Cyberbullying: Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Students should not be mean, send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Students should remember that their activities are monitored and retained. If students see a message, comment, image, or anything else online that looks or feels like bullying, they should bring it to the attention of an adult (teacher or staff at school; parent at home) immediately.

Limitation of Liability: GSIS will not be responsible for damage or harm to persons, files, data, or hardware. While GSIS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. GSIS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school

network, for copyright violations, or any harm or damages resulting from user mistakes or negligence, or from the wilful violation of this agreement.

Violations of this Acceptable Use Policy: Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Tracking Violations: The school intends to track incidents where a student repeatedly violates the expectations listed in this agreement. If expectations continue to be violated then parents will be involved in the discipline process. This acts as both a deterrent to the students and involves the parents at an appropriate time. _

- **First instance:** If any of the school's technology usage expectations are not met by the student, the student-owned device will be confiscated until the end of the school day (if applicable), and the student must sign the tracking form. The device will be returned at the end of the school day.
- **Second instance:** The same rules apply as in the first instance.
- **Third instance:** One third occasion, the student-owned device will be confiscated (if applicable), and the parent must come to school to sign the tracking form to have the device released.

Personal Data Protection & Security:

All staff, **students** and stakeholders (prospective, past and present) who deal, or come into contact, in any way, with Personal Data have a responsibility to take all practicable precautions to protect the data against unauthorized or accidental access, processing, erasure, loss or use. This includes all manual and electronic documents, external drive or any other media containing Personal Data.

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

***** Summary of Terms of Agreement

- ✓ I will use school technologies for school-related activities.
- ✓ I will obey the school's rules concerning the protection of personal data of others.
- ✓ I will follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- ✓ I will not damage, change, or tamper with the hardware, software, settings or the network in any way.
- ✓ I will not seek, view, send, or display offensive messages or media.
- ✓ I will obey copyright laws and properly cite sources when using online resources.
- ✓ I will not share my passwords with another person.
- ✓ I will not engage in plagiarism or collusion.
- ✓ I will not harm other people or their work.
- ✓ I will not trespass in another's folders, work, or files.
- ✓ I will not use any form of electronic communication to harass, intimidate, or bully anyone.
- ✓ I am prepared to be held accountable for my actions and for the loss of privileges if these rules are violated.
- ✓ I understand and agree to the [Responsible User Agreement](#) for the school's online learning programme

School Project Terms of Agreement

- ✓ I will act safely by keeping personal information out of any publicly published digital projects. I will not give out my family name, email address, home address, schools name, city, country or other information that could help someone locate or contact me in person. I will not post identifying photos or videos.
- ✓ I will treat blog and wiki spaces as I would a classroom space, and I will use appropriate and respectful language and images.
- ✓ If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
- ✓ I understand that if I fail to follow these guidelines, I may lose the opportunity to take part in future projects.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Please tick the box below when you have read and understand the agreement. For younger students, parents may need to help to explain some of the details of this agreement.

- I have read, I understand, and I agree to abide by the GSIS Acceptable Use of Technology Agreement. I understand violations may result in my loss of the network and/or Internet access, loss of technology use, disciplinary action and possible legal action. I will sign my name to show that I will follow these rules.

Student Name:

Parent/Guardian Name:

Student Signature:

Parent/Guardian Signature:

Date Signed

Date Signed:

Teacher:

Class: