Technology Responsible Use Policy

The guidelines below apply to any and all digital devices students may be using in school, including but not limited to laptops, smartphones, mp3 players, ipads, and ipods.

Technology Use Guidelines

The American International School of Chennai uses Information Technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provides extraordinary opportunities to enhance student learning with a variety of technology tools and services. To ensure these resources are always available, it is imperative that all members of the learning community use technology in a manner consistent with our educational mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology students understand responsible use. The school may restrict, suspend, or terminate any student's access to the school's technology systems and network for not respecting these guidelines.

I. Technology Maintenance

Each student is responsible for the use of school machines and their own technology device. They should treat and use technology responsibly and appropriately. Computers and computer accessories are sophisticated devices that require care and gentle treatment to function properly; if you mistreat your device it will likely run poorly or malfunction. Replacement of these devices will be the responsibility of the student and their family.

A. In the Classroom

- Students are responsible for their own use of technology in the classroom and must obey the rules and guidelines that the teacher sets. If problems arise with certain students, we will handle it on a case by case basis. Network restrictions and or monitoring of students may occur if these problems persist.
- Students are responsible for taking care of the audio/visual equipment that is utilized during classroom time.
- Students are cautioned in bringing drinks or food around equipment during classroom daily activities. If drinks or food spills or falls on the equipment, damage can be done to the equipment. Replacement of the equipment will be the responsibility of the student.

- Students are responsible for their own data. Files can be saved on their personal device or in the cloud.
- Students should make regular backups of their school work into the cloud. Students should strive to maintain appropriate bandwidth for school-related work and communication.
- Excessive usage of school bandwidth for non-school related projects will result in the disabling of account privileges of the student.

B. Damage

In the case of damage caused by negligence, the user of the device is responsible for repairs or a replacement.

II. Ethical use of Technology

Students may use digital devices in supervised areas including classrooms, the think tank, and the libraries as long as they have a teacher's permission.

A. Internet

As a mission driven school, the Internet should be used to promote the instructional mission of AISC.

The following activities show responsible use of the Internet

- Researching
- Communicating
- Web-based learning applications
- Responsible social networking
- Educational learning networks

The following activities demonstrate responsible use if part of an assigned activity or during breaks or lunch

- Listening to music
- Watching movies or videos
- Instant messaging, joining chat rooms, chatting, or social networking
- Educational use of online games
- Downloading media from the Internet
- Instant messaging, joining chat rooms, or social networking
- Online gaming and downloading music/videos/software from the internet.

The following activities are considered irresponsible use of the Internet

- The Internet contains information that is inconsistent with AISC's mission (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.). Users may not access, store, share, or display such information.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the internet is prohibited.
- Online gaming and downloading music/videos/software from the Internet
- Utilization of instant messaging, chatting or social networking for purposes of cheating or plagiarism in any method, can be grounds for expulsion from the school.
- Instant messaging, chatting or social networking during a designated classroom time that has not been designated for electronic social interaction.
- Watching of movies, or videos, or online games, listening to music, or downloading media from the Internet that is not relevant to the current designated classroom time that has not been designated for that particular electronic activity.

C. Communication Tools

- Classroom teacher's technology policies may vary due to the manner by which they integrate technology into their class. These policies are to be followed.
- The primary purpose of AISC Gmail is for school related communication that serves the teaching and learning at AISC.
- Students may not send an email (or "spam") to a class, an entire grade level, or any group within the school. Such communications should be processed through a faculty member and/or posted in school announcements.
- Students may use age appropriate social networks to communicate responsibly with peers and teachers. Many of these social networks will be designed for specific classes.

D. Monitored Use

- E-mail and other uses of electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.
- As a rule, AISC will protect students' privacy and will treat students' electronic information as it treats any other student property. However, the school reserves the right to randomly search students' personal belongings, laptops (personal and school – issued) and school-issued accounts.

III. Digital Citizenship

The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the principles of digital citizenship is essential for us to live our mission at AISC. These digital citizenship principles apply in school and at home during the school year.

A. Digital Rights and Responsibilities

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Students will respect one another's work in shared files by not deleting or changing the work of others without consulting the author.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used in academic work, must be properly cited, including information from the Internet.
- There should be no copyright law violations with regard to software or Internet-based information. Copyright information is available in the library.

B. Privacy & Security

- In order to respect the privacy of community members, technology users may not use another person's ID or jword.
- Accessing other people's accounts in any form is not allowed.
- Sharing of ID's or passwords is not allowed and will face grave consequences.

C. Digital Etiquette

- Any online communication should be something you could say in person: this includes emails, instant messages, digital images/videos, or web postings.
- Use networks responsibly; only use those networks which you have legal access to.
- **Be aware that anything posted on the Internet is permanent.**

D. Communication

- Derogatory, obscene, or otherwise inappropriate e-mail exchanges, instant messages, digital images, or web postings are considered cyber-bullying and are prohibited.
- Any form of cyber-bullying will be dealt with swiftly and may carry severe consequences.

IV: Consequences

- Deliberate attempts to violate AISC's Responsible Use Policy, compromise, degrade, or disrupt system performance may result in restricted use of technology at school or other appropriate consequences.
- The American International School of Chennai may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the Responsible Use Policy.

AISC Technology Responsible Use Agreement

- I _____ agree to these terms and conditions in the Responsible Use of Technology Policy and promise to abide by the aforementioned guidelines.
- I understand that the use of school technology is a privilege, not a right, and that inappropriate use as defined by these rules may result in the cancellation of this privilege.
- I understand that e-mail and other uses of electronic communication systems are not considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.
- I will abide by the technology policies and rules set by my teachers in each class.
- I will abide by the technology policies and rules set by my parents or guardians at home.
- I will not use a computer to harm other people or their work.
- I will not intentionally damage any computer or other device or the network in any way.
- I will not display, transmit, distribute or store any material that is illegal or unethical.
- I will not violate copyright laws.
- I will keep my passwords private and respect other people's passwords.
- I will not attempt to gain access to any account or computer resource that does not belong to me.
- I will not reveal my personal address or telephone number, or that of students or colleagues.
- I will abide by the generally accepted rules of network etiquette. I will not use derogatory, obscene, or otherwise inappropriate language in e-mail exchanges, instant messages, digital images, or web postings are considered cyber-bullying and are prohibited. I understand that any form of cyber-bullying will be dealt with swiftly and may carry severe consequences.
- I will only print what is necessary so as not to waste paper. I will refrain from printing entire websites or multiple copies of the same document.
- I will not forge or attempt to forge email messages or other electronic documents.
- I will not read, delete, copy, or modify any electronic documents of other users.
- I will not send electronic copies of my work to other students.
- I will cite the source of any information I use from the Internet.
- I will not submit other people's work as my own.
- I will not use information technology to cheat on tests or other assessments.
- I will not send any form of unsolicited bulk e-mail (SPAM) or run unconfirmed mailing lists.

- I will not use the AISC information technology services for commercial purposes.
- I will not download very large files, such as games, video or audio files or software, without prior consent from the AISC Technology Department.
- I will not use AISC information technology to play video or computer games that are not related to classroom learning.
- I will speak to an adult if I find something on the school network that is not appropriate.
- I understand that AISC is not responsible for any loss of information or loss or damage to personal property resulting from the use of the school's computer information technology.
- I understand that if I cause damage to equipment or software through malice or negligence I will be held responsible for the costs of repair.