

APPENDIX A: STUDENT TECHNOLOGY USAGE POLICY

Guidelines for using workstations

MBIS provides access to various computer resources, and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the guidelines established below. These guidelines are based on **common sense, common decency**, rules established by **MBIS** and laws established by Japan.

Use of Information Technology Equipment

The school has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

*It is expected that all students will respect that the Information Technology Equipment with which they have been provided, and realise that using this equipment is a **privilege, not a right. This privilege can be withdrawn if necessary** as set down in the behaviour management plan.*

- ❖ Use technology for the purpose directed by the teacher in charge.
- ❖ Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- ❖ Do not bring memory sticks into the computer room unless you have permission from the teacher.
- ❖ Do not consume food or drink when using technology equipment.
- ❖ Do not enter a computer room unless a teacher is present.
- ❖ Do not swap around any equipment. That is, no changing of keyboards, charging cables, mice or other equipment from one piece of technology to another to another.
- ❖ Report all equipment faults to your teacher immediately.

School issued Gmail Passwords

- ❖ Keep your Gmail password secret. If you suspect that someone may know your password, inform your teacher and it will be changed.
- ❖ It is unacceptable to gain, or to attempt to gain, another person's password or personal information.
- ❖ When a student has been allocated a password, it is **the student's responsibility to remember that password**. If a student forgets their password, he/she is to report to the Mr. Lipp to have it changed.

Printing

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavour to keep paper wastage to a minimum.

The Role of Parents

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources, and ensuring that these standards are met.

This school expects that these standards will be in accordance with the School Mission Statement, Student Handbook and other school policies.

The Role of Students

Students are responsible for good behaviour on the technology network as detailed in the school's Student handbook relating to general school behaviour. They must comply with specific technology rules. Communications on the information networks are public and general school rules for student behaviour, conduct and standards will apply. Individual users of the school technology networks are responsible for their behaviour and communications over those networks. It is presumed that students will comply with school standards and will honour the agreements they have signed.

Copyright

Students are expected to respect and adhere to the laws concerning copyright and other people's ideas.

Get permission before copying files from another user. Copying files or passwords belonging to another user or author without their permission, may constitute plagiarism or theft.

Breach of Rules

Breaches of this policy may result in students being excluded from using the school's technology equipment and/or other disciplinary action as per the Behaviour Management Policy. Where technology use is a course requirement, students will have to show cause as to why they should remain in the subject.

Student Computer Access Agreement

This agreement must be signed by students and parents/guardians and returned to their homeroom teacher. This agreement is in effect for the duration of the enrolment of the student at Marist Brothers International School.

While I have access to the school's technology network, I will follow all rules as stated in the school's technology usage policy. I hereby agree that:

I WILL

- ❖ Contact teachers via their school email only.
- ❖ Only use school email for all school related business.
- ❖ Only use the technology for the purpose directed by the teacher in charge
- ❖ Use the Internet solely for educational purposes
- ❖ Observe all copyright laws, including those relating to computer software
- ❖ Respect the rights and privacy of other users

I WILL NOT

- ❖ Reveal any private information such as another person's address or phone number
- ❖ Attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material.
- ❖ Contact teachers through Facebook (or any other social networking website) or attempt to make a teacher a 'friend' on Facebook (or any other social networking website).
- ❖ Threaten, abuse or harass any other user
- ❖ Send offensive, racist or sexist messages
- ❖ Send anonymous or falsely addressed electronic mail
- ❖ Bring the school into disrepute in any way whatsoever
- ❖ Use file sharing software
- ❖ Connect personal laptops to the school network.
- ❖ Allow anyone else to use my account or give my password to anyone else
- ❖ Use another student's account or tamper with another student's account in any way
- ❖ Download or print information without the permission from my teacher
- ❖ Use chat channels
- ❖ Play games unless authorized by the teacher in charge
- ❖ Use my account for political purposes or business purposes for financial gain
- ❖ Attempt to change or tamper with the computer network in any way or attempt to bypass security
- ❖ Disclose my home address, telephone number or any credit card or pin number

I understand that if the school decides I have broken this agreement, I may be prevented from using the school's Technology for a period of time.

(Student Name)
(Date)

(Grade)

(Signature)

Parent or Guardian

- I understand that technology usage can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous or offensive.
- I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by students.
- ***I give permission for my child to use the school's computer network. I understand that students who break the school's computer usage policy may be prevented from using schools computers.***

(Parent or Guardian Signature)

(Date)