# **Responsible Use Policy**

The guidelines below apply to any and all digital devices students may be using in school. Including, but not limited to: SmartPhones, MP3 players, iPads, iPods, laptops etc.

## **Technology Use Guidelines**

The KAUST School 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 users understand responsible use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

### **I. Technology Maintenance**

Each user is responsible for his/her own use of technology and 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.

#### **A. Externally**

* Users are responsible at all times for taking care of their own equipment including their laptop, charger, and any other school issued devices and are strongly cautioned about leaving them unsupervised.
* Users are responsible for taking care of audio/visual equipment when in their possession.
* Users are responsible for using laptops only on tables free of food and drink.
* Users are cautioned about how they utilize their equipment during daily activities like eating, drinking, walking and traveling.

#### **B. Internally**

* All attempts should be made for keeping an organized desktop and file management system.
* Students should make regular backups of their school-work.
* Students should strive to maintain appropriate bandwidth for school-related work and communication.

#### **C. Damage**

* In the case of damage caused by negligence or accidents while in your care, the user of the laptop is financially responsible for repairs or a replacement as per the KAUST IT policy.
* Each technology user must be responsible for keeping their laptop in working order.
* When not provided by the school, users are strongly advised to purchase an appropriately designed protective bag and/or hard shell case for the laptop to protect it from damage.

### **II. Ethical use of Technology**

Students may use digital devices in supervised areas deemed appropriate by school administration.

#### **A. Software**

In order to maintain the functioning of the school's network, and to minimize TKS staff time on unnecessary repairs, technology users may not install software without appropriate authorization.

#### **B. Internet**

As a mission driven school, the Internet should be used to promote the instructional mission of TKS. 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 and lunch or study hall:

* Listening to music
* Watching movies or videos
* Instant messaging, chatting, or social networking
* Educational use of online games
* Downloading media from the Internet

Unacceptable Use:

* Online gaming and downloading music/videos/software from the Internet unless explicitly instructed to do so by the teacher.
* The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that is inconsistent with TKS's mission. 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.

#### **C. Communication Tools**

* Each teacher will have specific policies regarding the use of technology in their classrooms. These will include both hand-held’s (smart-phones etc.) and your laptop. These policies must be respected at all times.
* The primary purpose of TKS (Google) Mail is for school related communication that serves the teaching and learning at TKS.
* Students may not send an email to (or "spam") 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.
* The primary purpose of TKS Docs is for school related sharing and collaboration that serves the teaching and learning at TKS.
* Students may not share a document with a class, an entire grade level, or any group within the school without the express permission of a faculty member.
* Students may use age appropriate social networks to communicate responsibly with peers.

#### **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

### **III. Being a Good Digital Citizen**

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 TKS.

#### **A. Digital Rights and Responsibilities**

* All digital communication should include the sender’s name.
* Forgery or attempted forgery of email messages or other electronic documents is prohibited.
* Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
* All research used in an 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 as well as the Tech Office.

#### **B. Privacy & Security**

* In order to respect the privacy of community members, technology users may not use another person's ID or password.
* Accessing other people's accounts in any form, is not allowed.

#### **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 TKS's Responsible Use Policy, compromise, degrade, or disrupt system performance may result in restricted use of laptops at school or other appropriate consequences.
* The KAUST School 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.
* Independent access to the Internet is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
* Students will be responsible for their actions on the Internet and will be held accountable according to the TKS Code of Conduct and the laws of Saudi Arabia. TKS will assume no liability in the case of illegal activity on the part of a student.

### **V: Disciplinary Action**

* First violation will result in loss of Internet access for an indefinite period of time and possible suspension from school.
* A second violation will mean additional disciplinary action. Depending on the severity of the violation, this may result in permanent loss of access to both the Internet and the Intranet, as well as suspension from school, in accordance with the TKS Code of Behavior.
* Students and their families will be liable for any financial damages resulting from misuse of the Internet at TKS. When applicable, the police may be involved.
* The KAUST School 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.

## **Frequently Asked Questions**

We realize that the Responsible Use Policy explains the expectations that TKS has for all students to follow, with that we also have several questions that come from students frequently. Here are some questions that may help to clarify your understanding of what you can and cannot do while using your laptop at TKS.

#### **Q. What can I use my computer for in class?**

* School related tasks.

#### **Q. What can I not do in class?**

* Stream videos, music, or games.
* Send personal emails.
* Use chat programs or social networking sites.
* Use technology for non-school/class related purposes.

#### **Q. What can I do when I am on a break, at lunch, and before or after school?**

* You can use your laptop on a table when you are in a supervised area deemed appropriate.
* Complete homework.
* Play educational games that are installed/recommended by the school on your machine.
* Listen to music with earphones
* Email classmates/teachers
* Etc.

#### **Q. Can I install software on my machine?**

* You can install software on your machines, but only with the school’s permission. This should be taken to the Tech Office, where the technicians will ensure that your machine will still run safely with the software that you have.

*Adapted from the American School of Bombay Responsible Use Policies: http://www.ASBindia.org/page.cfm?p=4141*