Acceptable Use Policy

Technology

Purpose

The purpose of this policy is to set guidelines for access to acceptable and safe use of electronic technologies at RISS.

General Statement

RISS provides technological resources to students, staff, parents and community for administrative, educational and informational purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

Educational purpose

Access to technology has been established for educational purposes and to support RISS' mission, vision and core values and accrediting bodies. The use of devices is a valued resource to our community. All devices must be used to support the educational program. The Acceptable Use Policy (AUP) aim is to ensure that students will benefit from learning opportunities offered by RISS' ICT and internet resources in a safe and effective manner. Internet use and access is a school resource and a privilege. If this AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions may be imposed.

Acceptable Use

General

- The use of any electronic device during class time is always based on teacher's discretion.
- Open internet sessions will always be supervised by a member of staff.
- Antivirus software is in place to ensure the safe use of the internet and school network.
- Each student will be given a unique network username and password. This allows them access to the school's ICT resources at a student's security level. Students must use their own username at all times.
- Each student will be issued with a school email account for educational purposes.
- Students should check the school issued email account on a daily basis.
- Students will be provided with training on internet usage and safety.
- Students will treat others with respect at all times both online and offline.
- Everyone should treat school ICT equipment with respect and should report any damages to a teacher.
- If one deliberately damages a piece of school equipment, one will be charged for its replacement.

Internet

- Students should not visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to work around protection software.
- Students should report accidental accessing of inappropriate materials to a teacher, tutor or other staff member.
- Student should not respond to offensive, abusive or rude messages. They should let a teacher know immediately if they are sent anything they do not feel comfortable with.
- Students should use the internet for educational purposes.
- Students should acknowledge sources for their work to avoid plagiarism
- Students should not give out or make available any personal information; such as full name, phone number or address to unknown people. They should not arrange to meet someone offline that they have met only online, unless it is part of a school project **and** approved by a teacher/parent.
- Internet usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, for security and/or network management reasons.

Personal devices

This section refers to personal devices such as: laptops, tablets, phones, smartphones, iPods, cameras, smart watches, game consoles, etc.

- Students' personal devices, unless authorised by a teacher, are not to be used during class time.
- Each student must ensure all devices are in silent mode in the school building.
- Mobile phone usage is permitted, in the school, during break times, unless instructed by staff.
- The unauthorized capture of images, video or audio is not permitted. It is a direct breach of the school's AUP, Child Protection Policy and GDPR policy.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.

Misuse of ICT and internet resources may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school reserves the right to report any illegal activities to the appropriate authorities.

Acceptable Use Agreement

At ….. we take online behaviour seriously. I understand and agree to the Acceptable Use Policy. Violation of this policy can result in detention or suspension.

The below is a summary of the Acceptable Use Policy for students to be signed and added to their personal files.

1. Respect is something that must be shown in both off and online world. As a student at RISS, I understand that I must show respect both on and offline. This means I will not post inappropriate or insulting comments.
2. We do not post, download, upload, search or share illegal, degrading or offensive material.
3. Private conversations are just that. They are meant to stay private; therefore at RISS we do not post overheard or private conversations without permission of all involved.
4. Taking videos or pictures of others without their permission or knowledge is not allowed. If the video or picture is meant to make fun of, insult or harm someone else, it goes directly against our school rules and values.
5. Plagiarism is serious. Do not post work or thoughts of others without permission and crediting their work.
6. Your social media is private. Your parents or guardians are the only people who should have access to your accounts. Do not allow anyone else access to your social media. Do not, even as a joke, change another person's online space. It is theirs.
7. To make sure you and your accounts stay safe: change your password regularly and never share it with someone else!

Student name :   …...

Date   :   …...

Signature   :   …...