

UPPER SCHOOL

ACCEPTABLE USE POLICY (AUP)

Taipei American School is an innovative 21st century learning community. The school's values—*Honesty, Respect, Responsibility, Kindness* and *Courage*—are integral in fostering good digital citizenship. Students will learn to make smart choices so that they can grow into responsible, respectful, and safe citizens on digital platforms.

HONESTY - I will:

- only log on as myself and will never pretend to be another person.
- recognize and cite the intellectual property rights of others including text, photos, videos, etc.
- use legal and properly licensed software.

RESPECT - I will:

- respect the rights of others by refraining from harassment, intimidation, or accessing inappropriate materials.
- respect the privacy of others by asking permission before recording anyone, posting their photos or forwarding their emails.
- respect the property of others by refraining from accessing, altering or damaging their computer or files.

RESPONSIBILITY - I will:

- bring my school laptop each day in working order with the battery fully charged.
- prioritize my laptop as a tool for academic use.
- check my school email daily and delete any messages from unknown senders.
- backup my files regularly to responsibly safekeep data.
- keep safe by routinely checking privacy settings.
- ensure that student-published material is approved and that it reflects the values of TAS.

KINDNESS - I will:

- never use technology to hurt, frighten, harass or bully others.
- use appropriate language and images at all times when using technology.
- ensure that all communication is kind, thoughtful and positive.

COURAGE - I will:

- stand up for myself and others online when TAS values are not being followed.
- report online situations to a trusted adult that are dangerous, illegal, threatening, or harassing.
- accept responsibility for what I say and do when using technology.

Administrators, faculty, and staff have the right to access any of my files or folders at any time and may choose to monitor computer activity in all areas of the school. Disciplinary action may result from inappropriate, destructive, or irresponsible use of technology.

Student Online Responsibility

TAS is concerned that students may make available on the internet personal information about themselves that could be used by others to take advantage of or otherwise harm the student, or which may later reflect poorly on the student. Such sharing often occurs using social media services such as Facebook or Twitter, but it may also occur by other means. TAS strongly recommends that students exercise great care and judgment in posting any personal information about themselves or others to social media services in order to protect TAS students' safety and confidentiality. Further, students and parents should remember that certain sharing of information or comments about other students may violate TAS' hazing, harassment, sexual harassment and/or bullying policies, whether or not it is done using TAS systems.