

# STANDARD OPERATING PROCEDURE

## **ACCEPTABLE USE POLICY (AUP) and SECONDARY STUDENT DEVICE PROVISIONS**

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Document No. :  
Version :001  
Status :  
Last Reviewed : November 2015

## **MISSION STATEMENT**

**To Inspire, Challenge and Nurture for Excellence**

### **Our Guiding Principles:**

- To sustain our reputation for academic excellence by providing a rigorous and balanced international curriculum.
- To enable our students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.
- To foster leadership abilities in our students within a friendly and caring community that inspires, challenges and reflects our international ethos.
- To enable our students to develop a strong sense of belonging, respect and social responsibility in order to create a better more peaceful world.
- To be internationally recognized for our commitment to education for international understanding and partnerships.

# BSJ Acceptable Use Policy (AUP) and Secondary Student Device Provisions

## Purpose

British School of Jakarta (BSJ) provides students and staff access to its information technology (IT) resources such as the computer network and Internet access. BSJ has adopted this AUP to set guidelines a) for accessing the IT resources provided by the school, b) usage of personal IT resources on school grounds or school transportation, and c) on school sponsored trips. By accepting access to BSJ's IT resources, every user (and his/her parents/guardians in the case of students) is agreeing to follow the rules set forth in this AUP and to report any misuse of school resources to a teacher or school leader. Parties agreeing to this policy also understand that BSJ may revise the AUP as it deems necessary without prior notice.

## General Provisions

1. Access is a privilege - not a right. Access entails responsibility. Users are individually responsible for their behaviour when using IT resources provided by the BSJ.
2. Users are expected to follow the BSJ Home School Agreement ([http://j.mp/bsj\\_hsa](http://j.mp/bsj_hsa)), Behaviour Management Policy ([http://j.mp/bsj\\_bmp](http://j.mp/bsj_bmp)), Information Handbook for Parents ([http://j.mp/bsj\\_ihfp](http://j.mp/bsj_ihfp)), Child Protection Policy, Code of Conduct (see personnel manual) in case of staff, Code of Business Ethics (see personnel manual) in case of staff, and all international and local laws (including copyright laws) when using IT resources.
3. IT resources are to be used for educational purposes only. Users may not use IT resources for commercial, recreational, personal, or illegal activities.
4. Users are responsible for maintaining, managing, and backing up of data stored on BSJ equipment. Users are restricted to accessing their own data only. For back up procedures and suggestions visit [http://j.mp/bsj\\_backup](http://j.mp/bsj_backup).
5. Users are restricted from improper use or distribution of sensitive, personal, or illicit information.
6. Users must maintain strict security and privacy of their data and/or any school data to which they have access through passwords, file access, and physical care of their devices.
7. Access to and usage of social media through BSJ IT resources are governed by the school code of conduct, the employee handbook, employee contracts, the BSJ Child Protection Policy, and local and international laws.
8. Users are expected to use IT resources, specifically hardware, with utmost care and respect. Dangerous, negligent, or malicious usage of resources will not be tolerated.
9. Students, parents, faculty, and staff members should be aware that all information sent from, received by, or stored on BSJ IT resources is the property of BSJ and is not and should not be considered private or confidential.

## Provisions for Secondary Students

1. BSJ requires a family owned Apple Laptop computer as part of its Learning Technology program that leverages IT resources to enhance their learning. For the 2015-16 school year, students are permitted to bring a Windows based laptop.
2. If families choose not to purchase their own Apple Laptop they may rent one from the school.
3. Students are expected to follow best practices of Digital Citizenship and Internet Safety. Please review Common Sense Media Parent Concerns for more details (<https://www.commonsensemedia.org/parent-concerns>)
4. In terms of supervision, students must follow all instructions given by teachers while at school and all instructions given by parents while at home.
5. Family owned laptops must include Apple Mac OS X version 10.9 or greater and a functional webcam.
6. Students are expected to bring their laptop to school each day fully charged.
7. If family owned laptops are lost, broken, or non-functional, students are expected to check out a temporary computer from the IT department or the library until their primary device is fixed. If students need the temporary computer for an extended period of time the school may charge the family a rental fee.

Violations of these guidelines and/or provisions are unacceptable and may result in loss of access and privileges, suspension, financial compensation or other disciplinary action deemed necessary.

## Review

This policy will be reviewed on an annual basis.

## BSJ Acceptable Use Policy (AUP) and Secondary Student Device Provisions

Student Name : \_\_\_\_\_

Class or Tutor Group : \_\_\_\_\_

Date : \_\_\_\_\_

I have read the Acceptable Use Policy and confirm that my child is familiar with these expectations and agrees to abide by them.

Name of Parent : \_\_\_\_\_

Parent Signature : \_\_\_\_\_

Student Signature : \_\_\_\_\_







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