



American Overseas School of Rome

Technology Acceptable Use Policy

AOSR uses technology to support the school mission. This policy is intended to ensure we are all safe, responsible, and ethical digital citizens.

Privacy and Safety Personal information should not be shared without consent. Sharing student personal information requires parent/adult consent. Students should not share personal information (address, telephone numbers, etc) online. Users should never agree to meet someone they have met online without adult supervision and appropriate safety precautions.

Bullying and Harassment Users are not to send email, post to social media, distribute images or video or any other content that denigrates, insults, humiliates or shames anyone. Engaging in these behaviors is unethical and completely contrary to AOSR's mission and beliefs. Engaging in these behaviors will result in consequences outlined in the student/faculty handbook.

Usage All technologies (including internet connectivity) are intended for educational and professional purposes and your use of them should reflect coursework, our mission, and specific projects. AOSR does not support the use of the school's bandwidth for personal entertainment or commercial use.

Fair Use & Plagiarism Users are expected to observe and respect copyright in all of their work. Only original work should be presented as a user's own, and all sources and collaborators (AOSR users or otherwise) must always be acknowledged and cited. Users are expected to demonstrate academic honesty and integrity at all times.

Downloads Users may not download files (music, video, images, documents) unless directly related to their work or classes. Users may not share files via torrent sites. Students may not download apps, updates or other software onto school devices unless specifically directed by a teacher or AOSR tech staff.

E-mail AOSR supplies users with email addresses (*@aosr.org). Users should use these email accounts carefully, including avoiding downloading files (as above) and following [AOSR Email Guidelines](#). All communication should be respectful and safe. In most cases, AOSR accounts will be removed 60-90 days after a person leaves our community.

Web All sites and content accessed via school bandwidth and or equipment should be appropriate for a respectful and safe environment. Internet access at school may be monitored or blocked with that end in mind.

Google Sites Users of Google Sites at AOSR will adhere to the [Google Sites Policy](#) and all legal guidelines.

Equipment Users are expected to use computers, tablets, cameras and all other equipment carefully and responsibly. Equipment is loaned to users individually and users are responsible for its safe and timely return as well as any damage that may occur. This responsibility includes repair or replacement cost as needed.

Personal Devices Users assume all risk (including loss or theft) for personal devices used at school and are expected to follow the AOSR Technology Use Policy. Use of personal devices may be limited during certain courses, times, projects, or locations.

Venues Other expectations and guidelines may be in effect for particular locations, such as the classrooms, libraries, field trips, sports events, presentations, etc. Users are expected to follow these at all times and ask questions if they are uncertain.

Taking Responsibility Mistakes will be made. Users are expected to acknowledge their mistakes, report any problems or issues to staff and to make changes in their behavior and use of technology to meet these expectations. Openness, not secrecy, is the expectation.

Consequences AOSR endeavors to help users learn to use technology safely, responsibly, and ethically. We expect that users will act responsibly at all times both on and off campus. Users will ask for guidance if they are unsure about any aspect of acceptable use. Failure by users to observe the policies above will result in loss of privileges and/or other disciplinary actions outlined in the student/faculty handbooks.