

Computer and Internet Acceptable Use Policy and Agreement (AUP)

QSI International School of Tbilisi is pleased to offer students access to the school's computer network and Internet for classwork and to prepare students for life, school, and work in the 21st Century. In using the Internet, students need to understand and use technology safely and ethically. To obtain Internet access, all students must obtain parental permission and must sign and return this form to the school office.

A. Terms and Conditions

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Technology is to be used in a responsible, ethical, and legal manner.

Individual users of the school's computer network are responsible for their behavior and communications over this network. We expect users to comply with the school's standards and honor the agreements they have signed. School monitoring of students' online activities is encouraged as long as the monitoring adheres to local laws.

While digital resources offer immense educational opportunities, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

- a. Internet and Computer Access is available through the school's network.
- b. Students are provided a free suite of applications through Microsoft 365. School work and projects are either stored on the cloud by Microsoft 365 or on a local server.
- c. At the beginning of the school year, all users are responsible for reading and adhering to the Acceptable Use Policy.
- d. All acceptable use guidelines apply to both QSI digital resources and personal devices.

B. Student Responsibility

Students are expected to use the Internet, school network, and all devices in a responsible manner. It is expected that students:

- a. Respect the rights of others. This includes demonstrating appropriate online behavior towards other students and not wasting resources like paper, file storage, or Intranet and Internet bandwidth through unauthorized gaming, downloading, video, or audio streaming, or any other unauthorized activities. (SO: Concern for Others, Kindness & Politeness.)
- b. Care for devices. This includes not vandalizing the equipment, not hacking into computer systems or other student's files, or trespassing into other students' work folders, accounts, or email. (SO: Responsibility, Trustworthiness.)
- c. Report Inappropriate Content. This includes telling a trusted adult immediately if you see inappropriate material or unauthorized activities. (SO: Trustworthiness.)

C. Unacceptable Use includes:

- a. Any malicious attempt to harm or destroy QSI digital resources or data of another user.
- b. Sending, sharing, or displaying offensive messages or images.
- c. Taking photos or videos at school without the permission of the school or those being recorded.

- d. Sharing photos or videos without permission of the school or those being recorded.
- e. Deliberately accessing or creating any obscene or objectionable information, text, or images.
- f. Plagiarizing others' work or violating copyright laws. This includes peer-to-peer file sharing of copyrighted files. If the student is unsure whether they can use someone's work, they should not use it without permission from the owner.
- g. Using another person's username or password or misrepresenting identity.
- h. Employing the network for commercial purposes.
- i. Using school computers for unlawful purposes. Activities on Internet-accessible computers may be governed by the laws of several countries and jurisdictions, and all laws must be respected.
- j. Using any non-school-sponsored chat rooms or instant messaging services. Streaming media, such as YouTube, Internet Radio, and other online media is allowed for educational purposes only.
- k. Attempting to fix, repair, or enhance any equipment, device, software or other QSI resource without teacher approval. Please contact QSI regarding any repair or fix.

D. Personal Devices

Personal digital devices are defined as privately owned wireless devices and/or portable electronic hand-held equipment including, but are not limited to, laptops, mobile computers, smart phones, tablets, e-readers, and portable Internet devices. Students must obtain prior approval before using personal digital devices in the classroom. All the conditions and requirements of the QSI Acceptable Use Policy are applicable to the use of personal digital devices and violations may result in loss of privileges and/or disciplinary action.

- a. Personal digital devices will be used exclusively for educational activities during instruction.
- b. Students may not use their personal digital devices to record, transmit, or post photos or videos at school without the express permission of the teacher, school administrator, and anyone who appears in the image.
- c. QSI staff will not provide technical service or support for personal digital devices.
- d. QSI will not reimburse students for any data charges.
- e. QSI is not responsible for any financial expenses or loss of data should a personal technology device be lost, stolen, or damaged while at school.

E. Digital Citizenship Instruction

Each year, instruction will be provided to all users regarding appropriate online behavior, including cyber-bullying awareness and response, as well as interacting appropriately with other individuals on the Internet. Students receive technology training that includes an Essential Unit on Digital Citizenship. This unit, required for every QSI student from age five through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use and success in modern society. Within the Success Orientations classes, students also discuss how to use technology in a proper, respectful, and safe manner. Students are expected to conduct themselves according to these unit outcomes, even when not at school. Technology issues that negatively affect other students or disrupt the school day will be dealt with by the school.



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The school's Code of Conduct also applies to this policy. Violations of the rights and responsibilities may result in loss of access to technology, as well as other disciplinary action. Any deliberate damage of computer hardware or the network will be billed to the parent or guardian of the abusing student.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the QSI International School of Tbilisi computer network, I hereby agree to comply with the above stated rules, communicating over the network in a reliable fashion while honoring QSI Success Orientations and all relevant laws and restrictions.

Student Name: _____

Date: _____

Parent Name: _____

Date: _____

* Typing your name above constitutes your signature.