

Middle School Acceptable Use Policy (AUP)

Taipei American School
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(Last Updated May 2022)

Digital citizenship is an important part of learning for the 21st century learner. At Taipei American School, students are expected to make smart choices use technology to aid their learning in a safe, responsible, ethical, and respectful manner. The TAS values—honesty, respect, responsibility, kindness and courage—should guide our students in all that they do, including when using technology and navigating the digital world.

Students provided with a school network account may store and retrieve files and print documents using network file servers. Users of the school system should know that network administrators may review files and communications to ensure that users are using the system responsibly and should not expect that files stored on the school network will be private. Administrators, faculty, and staff also have the right to access student files, communications, or folders at any time and monitor computer activity in all areas of the School. Acceptable use requires acceptance of, and compliance with, school monitoring and governance of its network and system. TAS systems should generally be used for academic purposes only. Disciplinary action may result from inappropriate, destructive, or irresponsible use of technology. Furthermore, students and parents should remember that certain sharing of information or comments in any electronic communications, social media posts, or files, may be a violation of not only school policies, but also have legal consequences, whether it is done using TAS systems.

We ask that all TAS middle school students carefully review and strictly adhere to the following guidelines:

Honesty

I will:

- only log on as myself, and I will never pretend to be another person.
- only use school-approved or parent-approved software and legally obtained files on laptops.
- properly cite my source when using someone else's work (photos, videos, music, text, etc.).

Responsibility

I will:

- prioritize my laptop as a tool for learning and check my school email daily.
- not share or request any private personal information/images that could jeopardize my safety or the safety of others. This includes addresses, phone numbers, email addresses, pictures etc.
- keep safe by routinely checking my privacy settings and searching in "safe mode".
- know where my laptop is at all times and be sure that it is kept in its protective case.

Respect

I will:

- respect the property, work, and files of others; I agree to not tamper with another person's laptop, nor will I open, copy, change or delete files that are not mine.
- focus on my own work and not use technology to distract myself or my classmates from their work.
- ask permission before taking and before posting a photo of someone else.

Kindness

I will:

- never use technology to hurt, frighten or bully others.
- use appropriate language and images at all times when using technology.
- leave comments that are kind, thoughtful, positive, and specific to the work I am commenting on.

Courage

I will:

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

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. Furthermore, students and parents should remember that certain sharing of information or comments about other students may violate TAS's hazing, harassment, sexual harassment, and/or bullying policies, whether it is done using TAS systems.