

Upper 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 upper school students carefully review and strictly adhere to the following guidelines:

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; and
- 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; and
- 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; and
- 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; and
- 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. Further, students and parents should remember that certain sharing of information or comments about other students may violate TAS's harassment, sexual harassment, and/or bullying policies, whether it is

done using TAS systems.