



Access International Academy Ningbo

# 宁波爱学国际学校

## Acceptable Use Policy

Created: 9/1/2018  
Modified: 7/24/2021

***Intelligence + Character = True Education***

This policy guides the expectations for the use of school computers, devices, personal electronic devices, school internet and networks, and all forms of digital communications.

## **1. Introduction**

Below are policies that will regulate our use of devices, IT infrastructure, networks, and the Internet at AIAN. These rules have been designed to keep our computers and classrooms functioning at the highest of standards. This policy is informed by the vision for AIAN both academically and socially. This policy will reflect the goals of our school including Global Citizenship, Lifelong Learning, Effective Communication, and Collaborative Skills.

## **2. Respect Yourself**

I will show respect for myself through my actions. I will only use appropriate language and media on the Internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences, or relationships.

## **3. Protect Yourself**

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities, or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behavior directed at me. I will not share my passwords or account details with anyone else. I will not visit sites that are degrading, pornographic, racist, or that the school would deem inappropriate. I will not abuse my access privileges.

## **4. Respect Others**

I will show respect to others. I will not cyber-bully, harass, or stalk other people in or out of school. I understand cyber-bullying to mean bullying by electronic media including:

- Bullying by texts, messages, or calls on mobile devices;
- The use of mobile phone cameras to cause distress, fear, or humiliation;
- Posting threatening, abusive, offensive, or humiliating material online (websites, blogs, personal pages, or any social networking platforms);
- Sending inappropriate email messages;
- Hijacking/cloning e-mail accounts.

I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

## **5. Protect Others**

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

## **6. Respect the Classroom Environment**

I will show respect for the classroom environment. I will abide by the school's Mobile Device Policy. Electronic devices will not be taken out or used unless given express permission by the classroom teacher. I understand that parents are required to contact the main office if they wish to communicate with me. Direct phone calls are not to be taken during class time. Devices are not to be used for social messaging with classmates or others outside of school.

## **7. Enjoy Recreation**

Although Middle and High School students may be allowed to use school computers at recess to play acceptable games, we highly recommend enjoying our lovely campus and activities outdoors during recess times.

## **8. Respect Copyright**

I will abide by the fair use policies described on the websites I access. I will not steal music or other media, and I will refrain from distributing content in a manner that violates their licenses.

## **9. Respect School Technology**

1. I will only use school devices for educational purposes
2. I will only use the programs the teacher allows.
3. I will return my work area to a clean state before I leave the computer lab.
4. I will save my work in the Student Shared Folder (S: Drive) only.
5. I will make a backup copy of important personal files
6. I will inform the teacher if anything is wrong with IT equipment before and/or after use. I am responsible for my workstation.
7. I will not bring food or drinks into any computer lab.
8. I will not attempt to bypass the school's firewall.
9. I will not under any circumstances install software onto school devices.
10. I will not use inappropriate or hurtful language online and/or in computer labs.
11. I will not make any changes to device settings and/or hardware unless directed by the teacher, including changing any cable, swapping keyboards, mice and/or headsets.
12. I will not delete or tamper with files in other students' or teachers' folders.

13. I understand that hacking, altering unauthorized files, or using the network in any way other than intended will result in the loss of device privileges.
14. I understand that any behavior which threatens the physical safety of the equipment or other students will result in the loss of device privileges.
15. I understand that the school is not responsible for any lost data stored on school devices and networks.

## **10. Consequences for Infraction/Violation**

The level of severity of an infraction or violation of the Acceptable Use Policy will be determined through a collaborated effort among AIAN staff members, including the Head of School, IT staff, and the Leadership Team. For small offenses, consequences may be assessed according to the *Behavior and Discipline Policy*. For major offenses, involvement of the Police and/or other government authorities may be required. Due to the nature of IT-related offenses, consequences may be considered on a case-by-case basis.

## **11. Implementation**

Implementation of the above is monitored by the Leadership Team.

Implementation: This policy is implemented by AIAN Leadership.

Review: This policy is reviewed every school year.

Next review: September 2024