



Information Technology Policy and Guidelines

Effective Date: August 2019

Revised:

Owner: ES/MS/HS Principals

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INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY (I.T. AUP)

PURPOSE

- To ensure students, parents and employees use technology safely, appropriately and in an ethically responsible manner.
- To ensure the students, parents and employees clearly understands WAB's expectations when working with/on technology.
- To ensure the use of technology by students, parents and employees is in line with WAB's:
 - Core Values
 - Mission Statement: Connect, Inspire, Challenge: Make a Difference
 - Behaviour Expectations
 - Respect Yourself
 - Respect Others
 - Respect the Environment
 - Practice Responsibility and Kindness
- To ensure students, parents and employees respect the local culture and internet laws of our host country, China.

REQUIREMENTS

- To ensure students, parents and employees adhere to all provisions set out in this policy when accessing technology resources, services and devices (school or family owned).
- Examples of technology resources, services and devices are:
 - Services and Subscriptions:
 - information and knowledge-based internet sites and services including databases, Moodle, library catalog and other systems
 - communication based tools such as blogs, email and Yammer
 - network tools including the school's computer network
 - Devices:
 - laptop and desktop computers
 - mobile phones, iPods, iPads, Kindles, iShuffles
 - equipment including digital cameras, tripods, headphones, speakers, microphones etc...

Essential Agreements

All members of the WAB community will:

- think about how their actions may affect others and behave appropriately.
- not use technology to hurt, harass or bully people.
- not share their WAB or personal passwords with others.
- be responsible for backing up of documents and files.
- be aware that images and work created as a member of the WAB community may be used for school-related activities, in accordance with our child protection policy.
- Network:
 - not access or distribute inappropriate or illegal information, websites or images.
 - not participate in peer-to-peer (P2P) file sharing (i.e. uTorrent, Thunder torrents, etc...)
 - not use Virtual Private Networks (VPNs) or take any other actions intended to get around WAB's network policies. VPN must be closed when on a WAB network.
 - only stream audio/video content for teaching and learning purposes and only if instructed by a member of staff.
 - limit gaming strictly to approved games/ratings in designated locations under staff supervision.
 - not attempt to get unapproved access to information on WAB's systems or others' personal information in any system.
 - respect and acknowledge ownership of digital and non-digital content and follow all relevant copyright laws.
- Equipment:
 - ensure that computers have the school's recommended operating system (iOS) and software image installed.
 - not remove or change any programs that are part of WAB's school image.
 - only install apps and modify settings with parental permission on family-owned devices.
 - take responsibility for all equipment signed out using their WAB smartcard and not borrow equipment for others to use.
 - always check if equipment is working and all accessories (cables, batteries, etc.) are included when items are checked out and/or in.
 - always inform IT staff of any loss or damage to technology as soon as possible.
 - pay for any loss, damage or repair of equipment.

WAB students will:

- be purposeful when using technology.
- use online and digital resources legally, ethically and responsibly.
- ask for clarification if uncertain about how to appropriately use any aspects of technology.
- recognize expectations and responsibilities with regard to producing authentic work.
- understand their role and responsibilities when working collaboratively.
- be mindful of the consequences for infractions.

WAB parents / guardians will:

- read and discuss the acceptable use of technology with their child(ren).
- set home guidelines on technology use.
- ensure that their child is using technology safely.
- be aware of how their child is using technology.
- support their child to organize and manage their technology use in an ethical and responsible manner.
- support their children as they strive to follow best practice.
- share concerns or report problematic behaviours in accordance with the school's behaviour policies.
- model appropriate communications on social media.
- only post images of other peoples' children with clear permission from their parents.

WAB teachers, administrators and educational assistants will:

- explicitly teach students on the proper use of technology and the repercussions of misconduct.
- value the learning of best practice.
- model good practice in presentations and resources.
- create authentic tasks in a learning environment that values original work.
- proactively monitor students' work habits to guide practices.
- proactively monitor students' behaviour and take appropriate restorative action when infraction has occurred.
- share the policy with students and parents at the commencement of the year (grade 2 to 5 homeroom teachers and middle/secondary school advisors).

WAB administration will:

- ensure the AUP is available to the WAB community through the teacher, parent and student handbooks.
- support professional development for teachers' technology usage best practices.
- support teachers in following through with the procedures and protocol of the policy.

Procedures and Protocol

- The school has the right to access, check and monitor any device on school campus, owned by students or the school, at any time.
- Internet activity at WAB will be stored for 6 months as per Chinese regulations. Only WAB administration and Chinese regulators can access this stored data if/when necessary.
- Any violation of this agreement will be treated seriously and with logical consequences. These consequences may include, but are not limited to:
 - temporary confiscation of devices
 - restitution
 - loss of technology privileges
 - removal from class
 - suspension from class
 - exclusion from school
- Some violations may constitute criminal offenses as defined by Chinese law, and the school may initiate or assist in the prosecution of any such violations to the full extent of the law.

Signature of Acceptance and Understanding of WAB I.T. AUP

I hereby agree to the conditions outlined in this document. I agree that any misconduct/misuse of any technology resources, services and/or devices may result in disciplinary action as determined by WAB.

Student Name _____ Signature: _____ Date: _____

I hereby agree to the conditions outlined in this document. I accept full responsibility for supervision when my child's use of technology is not in a school setting. I agree that any misconduct/misuse of any technology resources, services and/or devices may result in disciplinary action as determined by WAB.

Parent Name _____ Signature: _____ Date: _____