



QSI International School of Dushanbe

PARENT-STUDENT HANDBOOK ACCEPTANCE 2023-2024

My signature below acknowledges that I have read and understood the policies contained in this Parent-Student Handbook. I further acknowledge that I will abide by the rules and guidelines as delineated in this Handbook.

Print Student's Name	Student Signature	Date

*Please have all QSI students in the family list their name and sign above.

As Parent or Guardian, I accept this agreement and the information set forth above.

Parent/Guardian Name (Print)

Parent/Guardian Name (Sign)

Date



**QSI INTERNATIONAL SCHOOL OF DUSHANBE
STUDENT ACCEPTABLE USE POLICY (AUP)
and PARENT CONSENT FORM**

Computers, the Internet, and related technologies are valuable resources for students, and serve as the world's largest library and information database. QSI is dedicated to producing students capable of succeeding in today's technology pervasive society. Students receive technology training including QSI's Essential Unit on Digital Citizenship. This unit, required for every QSI student from age 5 through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use, and to succeed in modern society.

Students are expected to conduct themselves according to these outcomes, even when not at school. Issues brought to the attention of the staff that negatively affect other students or disrupt the school day will be dealt with by the school. These guidelines are available from your school or online at: <http://www.qsi.org>.

Your student may be asked to create the email or other online accounts required to accomplish these essential outcomes. Photographs of your student may appear in QSI publications and documents, or media reports about QSI.

Please contact the director if you have concerns about this or any other requirement below.

Acceptable Use

1. Technology is to be used in a responsible, ethical, and legal manner. Some information and activities are not appropriate for school.
2. All technology use must support QSI's educational objectives, meet the objectives of QSI's Digital Citizenship Outcomes, and be in accordance with QSI's Success Orientations.
3. Use for student self-discovery may be allowed, but the Director will decide what usage is acceptable.
4. The Director may suspend or permanently end technology access for any student who violates QSI's AUP.
5. The use of QSI technology is a privilege, not a right.
6. The cost of willful damage will be billed to the parent or guardian of the abusing student.

Unacceptable Use Includes:

1. Downloading, copying, or adding any unauthorized software, applications, or files to or from the System.
2. Plagiarizing others' work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. This includes direct copying as well as paraphrasing ideas without giving credit to the author.
3. Violating copyright, trade or service marks, or intellectual property rights. This includes peer to peer file sharing of copyrighted files. If the student is unsure whether or they can use a work, they should not use it without permission from the owner.
4. Using any username, password, or resource (within or beyond QSI) that a student is not authorized to use.
5. Participating in illegal activities. Activities on Internet accessible computers may be governed by the laws of several countries and jurisdictions.
6. Using harmful, threatening, abusive, or obscene language or imagery at any time.
7. Vandalizing computers, the school network, technology, equipment, drives, files, software, or Internet resources. Vandalizing includes, but is not limited to any attempt to modify, erase, or destroy another person's documents or files, or to defame or vandalize someone's digital profiles.
8. Using technology that is explicitly prohibited. This may include Gmail, Hotmail, Yahoo Mail & chat, Facebook, YouTube, and personal mobile devices.
9. 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.
10. Wasting resources, including file storage, Intranet and Internet bandwidth, or paper, by unauthorized gaming, downloading, video or audio streaming, or other unauthorized activities.
11. Playing tricks or pranks on other people. Examples may include moving files, adding unauthorized content to a document or e-mail, or otherwise distorting information.
12. Engaging in any activity that might imperil the student or others. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate.
13. Violating the posted policies for any lab, library, or computer room.



**QSI INTERNATIONAL SCHOOL OF DUSHANBE
STUDENT ACCEPTABLE USE POLICY (AUP)
and PARENT CONSENT FORM**

Signature Page

My signature below acknowledges that I have read, understood, and agree to the QSI Student AUP (Acceptable Use Policy). I further acknowledge that I will abide by the rules and guidelines stated above.

Print Student's Name	Student Signature	Date

*Please have all QSI students in the family list their name and sign above.

As Parent or Guardian, I accept this agreement and the information set forth above.

Parent/Guardian Name (Print)

Parent/Guardian Name (Sign)

Date

QSI International School of Dushanbe

Policy on Sharing Images and Contact Information 2023-2024



QSI Dushanbe believes in frequent representation of student learning, school events, academic and extracurricular successes, and celebrations. Images that present learning in motion, school-related events, and other images of students engaged in positive activities are used to further this purpose. The school publishes photos in newsletters, blogs, Facebook, and other social media platforms (official school pages/accounts ONLY), school marketing publications (including school video and Information Packet), as well as the official school website. When granting permission for the use of your child's or family's images, you are permitting placement in these media which are all intended for the public and therefore available for use by third parties. **No name, address, or other information will be posted or shared regarding any person.**

On occasion the school or Parent Support Group (PSG) may choose to collect, list, and share family contact information within the school community so that parents and students may contact each other regarding school matters. When granting permission for the use of your family contact information, you are permitting use as described in this paragraph.

Images and family contact information will:

- be stored in physical and electronic form at the school;
- be used only for purposes described above;
- not be transferred to any third person without an appropriate legal standing and outside the scope needed to execute and implement purposes described above and provided by this permission;
- be stored and processed as long as it takes for the above purposes to be achieved, whereby images and family contact information may be used in the current year and any subsequent years and/or as long as it takes for possible claims/disputes in relation to this permission or use of personal data to be finally resolved and/or until the permission is withdrawn;
- after expiration of due dates from the preceding point, all images and family contact information will no longer be processed and will be permanently deleted or anonymized.

This permission may be withdrawn at any time through communication with the Director, teacher, or office without effecting the legality of processing of personal data before such withdrawal.

Please fill out the form on the following page and return it to the school.

Permission to Share Images and Contact Information 2023-2024

Please list the names of all your children that attend QSI Dushanbe:

_____	_____
_____	_____
_____	_____

Sharing Images

Please CHOOSE ONLY ONE:

- _____ Permission to use my child's/children's pictures ONLY in the yearbook.
- _____ Permission to use my child's/children's pictures in the yearbooks, newsletters, school social media, school website, QSI marketing, and other school related formats.
- _____ QSI Dushanbe does NOT have permission to use my child's/children's pictures in any format.

Sharing Contact Information

Please CHOOSE ONLY ONE:

- _____ I give permission for the school or the PSG to share my family's contact information within the school community.
- _____ I do NOT give the school or the PSG to share my family's contact information within the school community.

Parent/Guardian Name (Print)

Parent/Guardian Name (Sign)

Date

QSI International School of Dushanbe

Student Pick-Up Form 2023-2024



Please list the names of all your children that attend QSI Dushanbe:

_____	_____
_____	_____
_____	_____

I give the following people permission to pick up my child(ren). Please print clearly.

Full Name	Relation to Child/Children	Phone Number

**Please inform each person that they will be asked to provide photo identification before being allowed to pick up your child if they are unknown to the school staff.*

Arrival and Dismissal Times

<u>Age/Grade Level</u>	<u>Arrival time</u>	<u>Dismissal time</u>
Preschool half-day program	7:40 a.m.	12:00 p.m.
Preschool-Secondary IV	7:40 a.m.	3:30 p.m. (*Wednesdays 2:30 p.m.)
After-school Activity	Begin at 3:35 p.m.	4:50 p.m.

Beginning September 4, 2023, we will be charging 20 somoni per child per day, if students arrive before the designated arrival time or are picked up 15 minutes after the designated dismissal time. If you will be late due to an emergency, contact the school immediately. We understand that emergencies happen, and you will not be charged in these circumstances.

Parent/Guardian Name (Print)

Parent/Guardian Name (Sign)

Date

QSI International School of Dushanbe
Student Walk/Taxi Home Form 2023-2024



To ensure your child's safety, we request that you fill out this form indicating your child/children are allowed to walk home or take a taxi ON THEIR OWN.

Please print clearly.

Full Name of Child	Age of Child

Parent/Guardian Name (Print)

Parent/Guardian Name (Sign)

Date