

2017 – 2018

iLearning Guidelines for Appropriate Technology use at SIS

Responsible Use Agreement

SIS students will:

1. **Respect and protect the privacy of others.**
 - Use only school-provided email accounts for all school business.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. **Respect and protect the integrity, availability, and security of all electronic resources.**
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. **Respect and protect the intellectual property of others.**
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
4. **Respect and practice the principles of community.**
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat and/or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Violations of these rules may result in disciplinary action, including the loss of student's privileges to use any technology devices and resources inside the school.

School and network administrators and teachers monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Technology Use Expectations for Elementary School

1. I will have my parents sign and return my first day of school, Important Documents sign-off sheet with the Responsible Use Agreement.
2. I will use the computers and other ICT equipment for schoolwork and with a supervising adult's permission.
3. I will only go online or use the Internet at school for schoolwork, when a supervising adult gives permission, and a supervising adult is present.
4. I will ask a supervising adult if there is something I'm not sure about.
5. I will not use the Internet, email, cell phones or any other ICT equipment to be mean, rude, or unkind about other people.
6. I will not use the Internet, email, cell phones or any other ICT equipment to send messages to multiple users (e.g., to locate lost items), to play recreational games, or to use social networking sites at school.
7. I will protect my password and respect the privacy of others' passwords.
8. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
 - not show others
 - get a supervising adult straight away
9. I will not put personal identifying information online at school.
 - Personal identifying information includes:
 - Name
 - Address
 - Email address
 - Phone numbers
10. I will be careful and will look after all our school ICT equipment by:
 - not throwing a backpack or bag with my laptop in it on the floor

- keeping food and drink away from equipment
- telling a supervising adult about anything wrong or damaged

I understand that if I break these rules, the school will take action and may need to tell my parent(s).

Technology Use Expectations for Middle and High School

Being Prepared to Learn

- I will make sure that my devices are fully operational, charged, and ready to use during the school day.

Guidelines for emailing teachers:

SUBJECT LINE for EMAIL:

Title of Assignment - Type of Assignment - Name of Student
 Example: Pollution - Homework - Paul Kim

SIGNATURE for EMAIL:

Name of Student - Name of School - Graduation Year
 Example: Paul Kim - Seoul International School '19

FILE NAME for EMAIL ATTACHMENTS:

Grade Level - Title of Assignment - Type of Assignment - Name
 Example: 7A - Pollution - HomeWork - Alex Kim

Responsibilities of Ownership

- I will take responsibility for keeping all technology devices I own safe and secure when not in use.
- I will at all times practice safety and security in using any technology device around the school.
- I will use my laptop only in the designated areas. (Middle School students may not use electronics during lunch and recess)
- I am responsible for repairs and/or replacement of any broken or damaged device I own caused by negligence.

Being a Responsible and Respectful User

- I fully understand and agree to comply with the SIS Technology Acceptable Use Policy written in the Student-Parent Handbook and the Technology Responsible Use Agreement. I will at all times follow the technology use procedures in the classroom set by my teachers.
- I am aware that all Technology use rules and guidelines apply to any device used at SIS.
- I will at all times respect the rights of others when using any technology device in my classroom and around the school.

Ethical and Respectful Use

Good digital citizenship means maintaining good ethical behavior, even if no one is watching you. You are constantly encouraged to model good digital citizenship, and to not make choices that disrupt the learning environment for yourself or others. At a

minimum, this requires you to not: view or install inappropriate material, not to try to bypass network guidelines with proxies or Internet access devices, not attempt to hack or modify other student accounts or official school files or accounts, and not engage in any illegal activities (including possessing or sharing pirated software or applications). You are expected to obey all intellectual property rules and copyright laws, and the SIS Student Email Usage Protocols, including not sharing or using others' email accounts or passwords, and not engaging in conversation or activities (such as sending pictures) intended to inflame, agitate, or offend others.