

Approved: August 2015

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## Appropriate Use Policy

### APPROPRIATE USE POLICY (AUP) SUMMARY FOR THE SCHOOL NETWORK & THE INTERNET

This simplified Appropriate Use Policy (AUP) applies at all times, in and out of school hours, whilst using school equipment. Please read it carefully.


The use of all electronic services must be in support of education and research in accordance with the goals and objectives of St Andrew's School.

You should:

- Only login with your own username and password.
- Only access websites that are appropriate for use in school. If you are uncertain about the appropriateness of a website, please consult a supervising adult.
- Be careful of what you write to others and how you express it.
- Respect copyright and trademarks. (You cannot copy material without giving credit to the person or company that owns it.)
- Check with a teacher before opening email attachments or completing on-line questionnaires or subscription forms.
- Report any misuse to a member of staff - confidentially where applicable.

You must not:

- Let others know your password or use your user account
- Download or play games or other programs from the Internet.
- Download music files from the Internet

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- Send, access or display offensive messages or pictures.
  - Give your name, address, telephone number or any other personal information about yourself or others to anyone you write to.
  - Use or send bad language.
  - Intentionally steal or waste resources, thus preventing use by others.
  - Intentionally damage, misuse or steal any equipment provided for your use of IT

Please note:

- These rules also apply to personal laptops being used on campus.
- User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.
- Failure to follow the code may result in loss of access and further disciplinary action may be taken.
- If applicable, external agencies may be involved, as certain activities may constitute a criminal offense.

## APPROPRIATE USE POLICY (AUP) FOR THE SCHOOL NETWORK & THE INTERNET

Please read this document carefully.

Student access to the Internet and the School's computer systems will be permitted only after the AUP has been signed. Listed below are the provisions of this agreement. If any student violates these provisions, access to services will be denied and the student will be subject to disciplinary action.

### 1. Personal Responsibility

As a representative of the school, you will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, vandalism, theft, any use which may be likely to cause offense and other issues described below.

### 2. Acceptable Use

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of the School. You are personally responsible for this provision at all times when using the school's network or computers. Transmission of any material in violation of any Bahamian or other national laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade laws.

You will be held responsible for any unlawful activities you commit. The St Andrew's school crest, logos and trademarks are the property of St Andrew's School and may not be used for personal reasons unless express written permission is given by the administration.

### 3. Privileges

The use of the Internet and other electronic services (including printing) is a privilege and inappropriate use will result in that privilege being withdrawn. School staff will determine inappropriate use and may deny, revoke or suspend usage.


4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:


- **BE POLITE** Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE** Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or other students.
- **PASSWORD** Do not reveal your password to anyone. If you think someone has obtained your password, change it and contact a member of staff immediately.
- **ELECTRONIC MAIL** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities. It is also forbidden to send large volume emails (i.e., Spamming). Please see the separate email policy for further details.
- **DISRUPTIONS** Do not use the network in any way that would disrupt use of the services by others.
- **OTHER CONSIDERATIONS:**
  - o Be brief. Few people will bother to read a long message. Proofread your message to ensure that it is error free and easy to understand.
  - o Remember that humor and satire are very often misinterpreted.
  - o Cite references for any facts that you present.
  - o Respect the rights and beliefs of others.

5. Services St Andrew's School makes no guarantees of any kind, whether expressed or implied, for the network service it is providing. St Andrew's School will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. St Andrew's School specifically is not responsible for the accuracy of information obtained via its Internet services.

6. Security Security on any computer system is a high priority because there are so many users. If you identify a security problem, you must notify a teacher or the network technicians at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and



may be subject to disciplinary action. You are not to access any folder or directory of the network to which you have not explicitly been granted access. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action. 7. Vandalism Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the willful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage or the defacing of any computer-related hardware. Interfering or disrupting the school's network will not be tolerated and will result in strong disciplinary action. A student found vandalizing the system will face disciplinary consequences that include, but are not restricted to, having his/her access rights suspended, disciplinary action, and having to pay for any damage to the system. 8. Online Ordering Systems Because of the security and other ethical issues attached to this type of system/website, it is strictly forbidden for students to use the school's Internet service for ordering goods or services online, regardless of their nature. 9. Electronic Mail Students are assigned an internal St. Andrew's School email address and they are expected to use it in a responsible manner. Email accounts that are accessible through a webpage may also be used. The sending or receiving of email which contains inappropriate material is strictly forbidden. [Students should consult a member of staff when the appropriateness of material is in question.] This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offense. Disciplinary action will be taken in all cases. 10. Chat Services / Social Networks Students are permitted to use the chat services available on the Internet, subject to certain conditions, namely, that they are to be used for educational purposes



only and under the supervision of a member of staff. Under no circumstances may a student give their address, phone number, e-mail address or other personal details to anybody on the Internet. The impact of social networking outside of school is an ongoing concern. The school will make recommendations for parents/students to follow. The school will also establish a working party to investigate further whether or not policy has to be amended. 11.

**Use of Personal Devices on Campus** All policies associated with this Acceptable Use Policy will also apply to the use of a student's personal device(s) while on campus. The use of personal devices must be in support of education and research in accordance with the educational goals and objectives of the School. Use of personal devices in classrooms requires teacher approval and should only be for academic purposes. Students are not permitted to photograph or record (using video or audio devices) anyone without their permission. Students will be held accountable for their actions while using personal devices outside of school hours if it is determined that these actions reflect poorly on the school. 11.

**Miscellaneous** Any student using a school computer for recreational purposes will be expected to give up that computer for anyone requiring it for study or other legitimate use. Members of staff will monitor the use of the system and its services. This includes active monitoring of computer use, logging printer use, or checking the data stored in the users' personal folders. If it is found that the system is being abused, access may be withdrawn without notice and disciplinary action may be taken. Students' full names and other details will never be stored together with their pictures in any publicly accessible areas. This includes the School's Internet site and is for the safety of the students. Students are not permitted to photograph or record (using video or audio devices) anyone without their permission.

## APPROPRIATE USE POLICY (AUP) FOR THE SCHOOL NETWORK & THE INTERNET

After you have read the Appropriate Use Policy with your parents or guardians, please detach and sign this sheet and return it to your homeroom teacher.

I, \_\_\_\_\_ (print student name), have received a copy of the Appropriate Use Policy for St Andrew's School. I have read it and understand it, and I agree to comply with the Appropriate Use Policy.

\_\_\_\_\_ Student's Signature Homeroom Date  
(D M Y)

I, the undersigned parent/guardian, have read, and discussed the Appropriate Use Policy for St Andrew's School, with my son/daughter and hereby agree that he/she will comply with the terms of the Appropriate Use Policy.

\_\_\_\_\_ Parent/Guardian's Signature Date (D M Y)

