

# **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

The following policy is for the use of any computer or media device by students throughout their educational experience here at SIS. These standards are set forth under the assumption that computer and media tools are available for the enrichment of the student's learning experience.

By attending Seoul International School, students and their parents enter a contractual agreement to comply with all of the rules in this Acceptable Use Policy (AUP).

As a parent or guardian of a student at Seoul International School, please read the following AUP concerning appropriate use of the computer and media equipment and Internet resources at SIS. Parents must recognize and accept the terms of this AUP and understand that computer access is designed for educational purposes. SIS has taken precautions to eliminate controversial sites. However, it is impossible for SIS to restrict access to all controversial materials. Parents are responsible for student computer supervision when not at school.

## **1. Acceptable Use – Is considered:**

- Access to the school's technology resources will be allowed only for students currently registered at this school.
- Resources are available solely for educational objectives of this school.
- When using the school's network or computing resources, students must follow the rules for that particular location, including displaying their SIS ID CARD face-up.
- When in doubt, a student must ask his/her teacher before going ahead.
- If students use their Internet access for anything other than acceptable use, they may lose their access to the school's technology resources.

## **2. Unacceptable Use - Includes but is not limited to:**

- Inappropriate material. This includes ANY content not pertaining to classroom instruction.
- No food or drinks are allowed in computer areas
- Creation or sending of threatening, harassing, or inflammatory material or messages
- Violations of copyrighted materials:
- Treat anything created by others (information, graphics, music, sounds, projects, etc.) as private property and respect copyrights.
- Advertising items for sale (or any commercial use)
- When in doubt, a student must ask his/her teacher before going ahead. Any student who demonstrates such "unacceptable use" may lose access to the school's technology resources.

## **3. Access to the SIS Technology Resources is a Privilege, not a Right**

The technology staff or classroom teacher may take away a student's access to the school's technology resources at any time.

## **4. Limits to Internet services**

Because access to the Internet provides connections to other computer systems located all over the world, students and parents must understand that neither the Seoul International School, administration, faculty nor staff controls the contents of the information on other systems' web sites. Students are to avoid purposely accessing these systems. Some of the information available is controversial and may be offensive to some individuals. Seoul International School does not condone the use of such materials.

## **5. Security Responsibilities**

- Security on the Network and Internet is a high priority. Students must display their ID cards before using a computer and use only their own login.
- All files not generated at school MUST be scanned for viruses before opening. This includes electronic e-mail files, floppy disks, CD ROMs, and Flash Drives.
- If a student identifies a possible security problem, he/she must notify the classroom teacher at once.
- The school reserves the right to look at all e-mail and files.
- Students who violate security responsibilities may lose school access to the Internet, the school network and the school's computers.

## **6. Vandalism**

If students vandalize school technology resources, they WILL face school disciplinary action.

## **7. Network Etiquette**

- When you use the Internet, the school network, and email, you must follow the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:
- Remember that you are a representative of Seoul International School. Always be polite. Never use inappropriate language. Never send, or encourage others, to send abusive messages.
- Cite references for any facts you present. Using copyrighted information without proper references is illegal. Remember that files created by others are their private property .
- E-mail is never private. The recipient of your message can easily send on. Do not send e-mail that you would not want the whole world to see.
- Never access other people's network folders.
- E-mail is allowed for educational purposes only. No instant messaging allowed at school.

Users will comply with school standards and the specific rules above. The user is personally responsible for his/her actions in accessing and utilizing the school's computer network, the Internet and in any communications related to SIS and its programs. Use of computer or media equipment outside of the above standards may result in restricted use or denied access.

A violation of the preceding regulations is unethical. Should a student commit any violation, his/her access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. SIS personnel monitor student internet and e-mail activities.