24. Digital Citizenship and Acceptable Use Policy

Spectrum International School (SIS) provides Internet access, computers, mobile devices, video conferencing capabilities, collaboration capabilities, message boards, email and more. As new technologies emerge, SIS will attempt to provide access to them. It is our belief that the importance of technology accessibility and access to the abundance of resources on the Internet is critical for delivery of all educational content. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed or currently available.

Anyone using any form of technology at SIS must keep to the school's Acceptable Use Policy. This applies to both school owned and privately-owned devices accessing the school network while on school premises. The Acceptable Use Policy outlines guidelines and behaviours that users are expected to follow when using school technology. This policy should be followed anytime that technologies are being used. This includes teaching staff, non-teaching staff, members of the school committee, students and visitors. All users are expected to act responsibly and to show consideration to others. By using the School computers or other devices you are agreeing to keep to the school's Acceptable Use Policy.

Computing Facilities

School's computers are provided to support the administration of the school and the education of students and other users.

The school's computers and network are not a place to store personal files such as movies, photographs or music files. Any such personal files could be removed without warning to conserve storage space for the proper use of the computers and network.

Users must not do anything that will affect how the school's network performs or operates. For example, users must not:

· Try to download, store or install software onto school computers.

· Try to introduce a virus or malicious code to the network.

· Try to bypass network security or other security systems, including the school's firewall.

· Try to access another user's account.

· Try to access an area or system they are not allowed to use.

· Try to use any form of hacking/cracking software or system.

· Connect a personal device to the network that acts as a Wireless Access Point (WAP) or router or a server.

· Connect any device to the network that has access to the Internet via a connection not provided by the school.

· Access, download, create, store or transmit material that is in conflict with the values or ethos of the school.

· Do anything that wastes technical support time and resources.

Internet Access

The School's Internet service is filtered to prevent access to inappropriate content. The school keeps a record of all the webpages visited by all users.

· The use of public messaging services such as WhatsApp or Instagram, is allowed only at certain times; its use is not allowed when users should be working, unless using such a service is an essential part of their work.

· Users must not copy and use material from the Internet to gain unfair advantage in their studies. Such actions may lead to disqualification by Examination Awarding Bodies.

· Users must make sure that they are not breaking copyright restrictions when copying and using material from the Internet; for instance, they must not illegally download music or movie files by any means.

Email

All Staff, Members of the school Committee, and students in secondary school are issued with a school email address. This is to support them with their studies and communicate with staff. Automated software scans all email and blocks any email containing any offensive or inappropriate material.

· Students are not allowed to use email during lessons, unless the teacher for that lesson has requested its use.

· If any user receives an email which is in conflict with the aims and ethos of the school or is offensive or upsetting, the IT help desk or the principal should be contacted. The email in question should not be deleted until the matter has been investigated.

· SPAM email received should be deleted.

· Sending or forwarding chain emails is not acceptable.

· Sending or forwarding emails to a large number of recipients is acceptable only for a good reason.

· No-one should open attachments from senders who are not recognized, or attachments which look suspicious.

· All users should periodically delete unwanted sent and received emails, remembering to empty the deleted items folder.

· Email restrictions are in place on the Wireless Network. It is possible to send/receive emails using a school account without issue; other email accounts (e.g. those hosted by Hotmail, Gmail and Yahoo) may not work within school premises.

E-Safety and Privacy

Any computer or digital technology used within SIS must be used in accordance with all other school policies, especially the school's Anti-Bullying and Safeguarding Policies.

Students are allowed to use Social Networking sites (e.g. Facebook) and Instant messaging services (e.g. Skype, WhatsApp) only at certain times and in accordance with the terms of use of the service they are using (e.g. users must be aged over 13 years to use Facebook).

However:

· Students are not allowed to use social networking sites during lessons, unless the teacher for that lesson has permitted their use.

· Students should only communicate with people whom they know personally.

· Students must not make arrangements to meet people they have met on the internet.

· Students must never accept files or downloads from people they do not know, or which look suspicious.

· Students must not use a screen-name which is offensive, or gives away additional personal information.

· Students must not add unnecessary or misleading personal information to their profile or account details.

· Students must not add or allow their profile, screen-name or contact information to be shown anywhere on-line.

· Anyone using voice or video communications must do so in accordance with other school policies and not in a situation where this could annoy other people.

· All users must, at all times, respect the privacy of other users.

· All users must not forward private data without permission from the author.

· All users should understand that the school can and will access personal areas on the network in order to ensure the safety and security of all users. Privacy will be respected unless there is reason to believe that this Acceptable Use Policy or school guidelines are not being followed.

Disciplinary Procedures

All users who misuse the computer facilities or break this Acceptable Use Policy may be subject to disciplinary procedures.

· If you have any questions, comments or requests with regard to the systems in place, please do not hesitate to contact the IT help desk or the Principal. Faulty equipment should be reported to the IT Technician by clicking the link "IT Help Desk" or sending an email to IT@spectrum.edu.kz

· Users should not attempt to repair equipment themselves.

School administration reserves the right to amend this policy at any time without prior notice.