
Cedar International School Acceptable Use Policy

We are pleased to offer the students and staff at Cedar International School (CIS) a dynamic and ever-evolving Information and Communication Technology (ICT) programme. By incorporating into our curriculum contemporary ICT tools and resources; improving access to web-delivered content and providing stimulating and relevant training opportunities, we aim to significantly raise our students' knowledge and awareness of current ICT trends. We believe that our ICT resources offer an incredibly vast, diverse, and unique learning experience that will benefit students, parents, and staff. Our goal in expanding and integrating new ICT resources and technologies is to contribute to the overall promotion of educational excellence at CIS.

These guidelines are intended to:

1. Outline the school policy regarding the use of CIS ICT before your child begins utilizing his or her laptop on campus.
2. Address the issues you should be aware of before your child begins using networked information systems and web-based applications.
3. Outline the criteria expected for the use of all CIS ICT equipment and services.

A. Internet Outline

For our ICT programme to be successful, it is important that we first establish a methodology for embracing the Internet as a viable educational resource, while at the same time promoting responsible use and evaluating the effectiveness of the information available to our students.

Through the CIS computer system, students and teachers will have access to:

1. Current information, materials, and news from the BVI, the United States, and the rest of the world.
2. Historical information, materials, and news are held by any library, museum, or database with shared files.
3. Instant electronic communication via email; online educational discussion groups, web-posting options (e.g., 'blogs'), and (CIS-approved) web training courses on limitless topics.
4. Guided instruction on the latest trends and technologies.

In general, the Internet is an extremely useful tool, but one that requires close supervision and an awareness of the ethical and legal implications that may arise from misuse. This is particularly important within an educational setting and at CIS.

B. Student Internet Use

Students must exhibit good behavior whilst using school computer networks just as they would in a classroom, or any other school facility. Since using the Internet is a vital part of learning in today's classroom, parents and guardians must be aware of what the Internet brings with it. Access to the Internet and web applications such as e-mail or online classes enables students to explore thousands of libraries, databases, and bulletin boards and exchange messages with students across the world. The intention is to extend classroom learning and use the Internet to access resources and materials that would not otherwise be available to our students.

The primary concerns regarding Internet use within a school setting are as follows:

1. The authenticity and accuracy of material and resources accessed.
2. The accessibility of questionable and inappropriate material.
3. Plagiarism and copyright infringement.
4. Do we want to include something about being off task/downloading movies, etc.? General non-educational purposes?

Families should be warned that some material accessible via the Internet is illegal, defamatory, inaccurate, or potentially offensive. Our ICT program and the equipment that supports it are designed to help prevent students from accessing such material.

While at the school, Internet usage will be supervised by staff, as well as monitored through an automated system, to help verify the integrity of web resources and to block blatantly inappropriate content. We believe the benefits to students from using the Internet far outnumber any disadvantages. It is a valuable tool when properly used and understood, and we ask that you help us in demanding sound and responsible use everywhere.

Please note - It is the responsibility of the parent or guardian, however, to monitor student Internet use outside of the school to whatever degree they feel is necessary, and to ensure that their children do not access materials they believe to be inappropriate.

C. Student Internet Security and Monitoring

As outlined in Section B, the use of the Internet and web-based services such as email and network access will be tracked at CIS through specific measures. Web pages accessed, outbound/inbound email traffic, print totals and quotas, equipment use, and reported problems by users will all be tracked and recorded. From month to month, users should be aware that random sample monitoring will take place to assure the integrity of the CIS computer-user community. Please be assured that monitoring will not divulge private or specific information about any user. Specific websites, web totals, email traffic, and data totals will be evaluated and observed on a year-round basis. Detailed information such as email content or user-created data will be monitored on a very limited basis.

To that end, users should be aware of what is specifically **not permitted** while using the Internet or computer resources while at CIS:

1. Using obscene language: sending or displaying offensive messages or pictures.
2. Cyberbullying, harassing, insulting, or attacking others.
3. Damaging computers, computer systems, or computer networks.
4. Violating copyright laws.
5. Using false passwords or “hacking attempts”
6. Trespassing to others’ work or files.
7. Intentionally wasting limited resources.
8. Employing the network for commercial purposes.
9. Using the school’s name or location in any way not approved by CIS.
10. Deleting, editing, or saving over files that do not belong to you.
11. Using the internet or MacBook for game playing, online chats, or any other purpose not specifically authorized by the teacher during class.

D. Rights and Privileges

1. Students are not allowed to use their laptops for entertainment purposes during the school day unless authorized and supervised by a member of staff.
2. During school, sound must always be turned off unless it is being used as part of a class or teacher-supervised activity.
3. Student access to non-school email accounts, including chat and instant messaging, is not allowed without direct teacher consent and supervision.
4. Student email accounts are to be used for CIS educational purposes only. Students are not permitted to use their school email accounts for personal purposes and are not permitted to divulge student email addresses to persons who are not members of CIS.
5. Electronic mail is the intellectual property of the sender. Plagiarism is plagiarism whether using electronic sources or print sources. You should never publicly post or forward an email message without the permission of the author.
6. Electronic communication is not confidential. Mail, data files, server space, and Internet access are not private, and users should not assume privacy. While at CIS all electronic communication may be subject to monitoring. All electronic communication, even after history is cleared and files deleted, leaves a digital “footprint” and can be traced. Personal information (phone number, home address, social security/national insurance number, credit card) should only be posted on the Internet or in electronic correspondence with the utmost discretion. Personal information about any other person(s) should not be posted online without the consent of the person.

E. Computer Loss or Damage

1. Students are responsible for knowing the location of their laptops and always ensuring their safety.
2. Students should not leave their laptops in lockers overnight. Laptops should be secured during break/lunch times if not in use.
3. Replacement costs or repair for damages that occur to a laptop and charger while it is signed out on loan are the sole responsibility of the undersigned parent/guardian. CIS is not responsible for insuring laptops against theft, loss, or damage caused by the user that is not covered under the standard Apple warranty. (i.e., cracked screens, dents, etc.). Parents and guardians are encouraged to take out their insurance for machines.

Cedar International School
Acceptable Use Policy
Student Agreement and Parent Permission Form

Student Agreement

I have read and understood the Acceptable Use Policy and agree to abide by these rules and regulations. When using my laptop and the Internet, I undertake to do so under the supervision of a teacher (whilst at school) or by a parent/guardian (whilst outside school), and under the guidelines outlined in this policy.

I understand that my laptop and its charger are my responsibility to always care for. Any failure to care for my laptop and its contents, or any blatant misuse or mishandling of the laptop could result in loss of privilege.

I understand that a laptop and its charger while on loan from the school are my responsibility to always care for. Any failure to care for a school-owned laptop and its contents, or any blatant misuse or mishandling of the laptop could result in loss of privilege.

Student Name: _____

Grade: _____

Student Signature: _____

Parent Agreement

As the parent or guardian of this student, I have read and understood the Acceptable Use Policy and agree to uphold these rules and regulations.

I understand that Internet access at CIS is provided for educational purposes and that CIS has taken every available precaution to eliminate controversial material within the school. However, I also recognize the impossibility of CIS to realistically restrict all controversial materials and I will not hold the school or any of its staff responsible for materials acquired while utilizing available technology.

In addition, I understand that from time to time the school may wish to publish examples of student projects, photographs, and other examples of CIS work on the Internet for information on a school-related website. ***No work will ever be published under the student's full name.***

I understand that misuse or misconduct in maintaining the safety and functionality of a laptop, including responsible usage on campus, could result in loss of privilege on a case-by-case basis.

Parent Name: _____

Parent Signature: _____



CEDAR
INTERNATIONAL
SCHOOL
BRITISH VIRGIN ISLANDS

Cedar International School
PO Box 3109
Tortola, British Virgin Islands
P.284-494-5262

Date: _____