

Cedar International School Acceptable Use Policy

Cedar recognizes the important role Information and Communication Technology (ICT) plays in education, and aims to offer a dynamic and evolving ICT program to students and staff to enhance the educational experience. The School also recognizes the risks and responsibilities that come with access to such technologies and the importance of taking steps to mitigate against those risks.

This policy is intended to guide usage of Cedar’s technological resources, including use of all school devices or equipment, use of personal devices when on campus, and use of the School’s internet service, server and printer networks on any device, whether personally-owned or school-owned.

For purposes of this policy, the term “device” refers to computers in all forms, whether desktop, laptop, tablet, smart phone, as well as any accessories, such as chargers, headphones, or external drives.

The following guidelines have been developed to ensure a smooth transition into Cedar’s ICT program:

- **School Policy Overview:** Before a student starts using a device on campus, students and parents need to become familiar with the School's Acceptable Use Policy. These guidelines aim to ensure a responsible and secure use of technology within the school environment.
- **Pre-Usage Awareness:** The School guides parents on critical issues related to their child's use of networked information systems and web-based applications. This includes topics such as online safety, responsible digital citizenship, and the impact of technology on learning.
- **Criteria for Usage:** The guidelines provide explicit standards for responsible use, ethical behavior, and adherence to school policies for all CIS ICT equipment and services to create a positive and productive digital learning environment.

A. Student Internet Use Policy

Cedar International School (CIS) understands the important role that the Internet plays in modern education. It provides students with access to libraries and databases and enables them to connect and collaborate with peers worldwide. Therefore, it is essential that students display good behavior when using the school's computer networks. They should maintain the same standards of conduct that are expected in a classroom or any other school facility. The purpose of students using the Internet is to enhance their classroom learning by obtaining resources and materials

that may not be easily accessible through conventional means. It is important for parents and guardians to comprehend the advantages and possible dangers associated with Internet usage.

Some of the primary concerns regarding Internet use within the school setting include:

- **Authenticity and Accuracy:** Ensuring that the materials and resources that students access are authentic and accurate.
- **Accessibility of Inappropriate Material:** Addressing the accessibility of questionable and inappropriate material.
- **Plagiarism and Copyright Infringement:** Raising awareness about the risks of plagiarism and copyright infringement.
- **Non-Educational Purposes:** Consideration of off-task activities, downloading movies or other entertainment, or engaging in general non-educational Internet use.
- **Safety and Security:** Ensuring that students do not put themselves or others at risk through their use of the Internet.

While at school, Internet usage is supervised by staff and monitored by the school's firewall to ensure web resource integrity and block inappropriate content.

It is important for families to understand that certain Internet content can be illegal, defamatory, inaccurate, or inappropriate. Cedar's ICT program and equipment are specifically designed to minimize access to such material.

We believe that using the Internet has more benefits than disadvantages. It is a valuable tool when used properly and understood correctly.

CIS considers safe internet use the responsibility of both parents and the School. The School strives to create a positive and secure digital learning environment by promoting responsible use of technology. Parents or guardians are responsible for monitoring student Internet use outside of the school to the degree they deem necessary.

B. Student Internet Security and Monitoring

As explained in Section A, Cedar tracks the use of the Internet and web-based services like email and network access through specific measures. This includes recording web pages accessed, inbound/outbound email traffic, print totals, and quotas, equipment use, and user-reported problems. Users should be aware that random sample monitoring will take place monthly to ensure the integrity of the Cedar computer-user community. Monitoring will not reveal any private or specific information about any user. Throughout the year, specific websites, web totals, email traffic, and data totals will be evaluated and observed. However, detailed information such as email content or user-created data will only be monitored on a limited basis.

Cedar has established clear guidelines for the acceptable use of its computer and internet resources. Prohibited activities include:

- **Obscene Language:** Sending or displaying offensive messages or pictures is strictly prohibited for all users.
- **Cyberbullying and Harassment:** Cyberbullying, harassment, insults, or any form of attack against others are strictly prohibited.
- **Damaging Computers or Networks:** Users must not engage in activities that could result in harm to computers, computer systems, or computer networks.
- **Violation of Copyright Laws:** Users are strictly prohibited from violating any copyright laws.
- **False Passwords or Hacking Attempts:** It is strictly forbidden to make unauthorized attempts to use false passwords or engage in any hacking activities. Such actions are not permissible and will not be tolerated under any circumstances.
- **Trespassing in Others' Work or Files:** It is strictly prohibited to access or tamper with someone else's work or files without their consent.
- **Wasteful Use of Resources:** Intentionally wasting limited resources is not permitted. This means that it is not acceptable to use more than what is needed or to use resources carelessly without regard for their scarcity or value.
- **Commercial Use of the Network:** The network must not be used for commercial purposes.
- **Unauthorized Use of School's Name or Location:** The use of the school's name or location in any unauthorized manner is strictly prohibited by CIS.
- **File Manipulation:** It is strictly prohibited to delete, edit, or save files that do not belong to the user.
- **Unauthorized Use During Class or on Campus:** During class, the use of the Internet is only allowed for authorized purposes.

These guidelines establish a framework for responsible and ethical use of computer resources, ensuring a secure and productive computing environment. Users are expected to follow these rules to maintain a positive and respectful digital community at Cedar.

C. **Rights and Privileges**

The Rights and Privileges section provides essential guidelines for users regarding laptop use and electronic communication at Cedar. Rights and Privileges of users include:

- **Device Use for Entertainment:** Students are only permitted to use their devices for entertainment purposes during the school day if authorized and supervised by a staff member.

- **Sound Use:** Sound must always be turned off on devices during school unless used as part of a class or teacher-supervised activity.
- **Access to Non-School Email Accounts:** Student access to non-school email accounts, including chat and instant messaging, is only allowed with direct teacher consent and supervision.
- **Use of School Email Accounts:** Student email accounts are designated for Cedar educational purposes only. Students are not allowed to use their school email accounts for personal purposes, and they cannot divulge student email addresses to individuals who are not members of Cedar.
- **Intellectual Property and Plagiarism:** Electronic mail is considered the intellectual property of the sender, and plagiarism, whether using electronic or print sources, is strictly prohibited. Publicly posting or forwarding an email message without the author's permission is prohibited.
- **Confidentiality of Electronic Communication:** Please be aware that electronic communication is not considered confidential, and there is no guarantee of privacy. Cedar reserves the right to monitor all electronic communication at any time. It is important to note that clearing a browsing history and deleting files can still leave digital footprints that can be used to trace one's electronic communication activities.
- **Privacy Concerns:** Personal information, such as phone numbers, home addresses, social security/national insurance numbers, and credit card details, should only be posted online or in electronic correspondence with the utmost discretion. Posting personal information about another person (s) online is not allowed without their explicit consent.

These guidelines aim to ensure responsible and respectful use of electronic resources, emphasizing both educational purposes and privacy considerations within the Cedar community.

D. Device Loss or Damage

The Device Loss or Damage section provides guidelines for users on the care and maintenance of devices at CIS. Here are the key points:

- **Student Responsibility:** It is the responsibility of students to keep their devices safe and always know their whereabouts.
- **Overnight Storage:** Devices should not be left unattended. It is recommended that students secure their devices when not in use, especially during break and lunch times.
- **Financial Responsibility:** It is the sole responsibility of the parent or guardian who has signed the agreement to bear the replacement costs or repair expenses for damages to a device or charger while it is signed out on loan. Cedar is not liable for insuring devices against theft, loss, or damage caused by the user. This includes damages such as cracked screens, dents, and other similar issues.

- **Insurance:** Parents and guardians are advised to consider purchasing personal insurance for their devices to cover potential losses, theft, or damages that may not be covered under the standard warranty.

The above guidelines provide a comprehensive framework for the responsible usage and upkeep of devices and their accessories. These guidelines emphasize the significance of student awareness, proactive security measures, and the financial responsibility of parents or guardians for any damages or losses incurred.

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 device 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 devices and any chargers are my responsibility to always care for. Any failure to care for my device and its contents, or any blatant misuse or mishandling of the device could result in loss of privilege.

I understand that a device and any chargers while on loan from the school are my responsibility to always care for. Any failure to care for a school-owned device 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 Cedar is provided for educational purposes and that Cedar has taken every available precaution to eliminate controversial material within the school. However, I also recognize that it is impossible for CIS to 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 device, including responsible usage on campus, could result in loss of privilege on a case-by-case basis.

Signature: _____ Date: _____