

# St Joseph's Institution International School Malaysia

*Enabling youth to learn and to learn how to live, empowering  
them to become people of integrity and people for others.*



## Acceptable Use Policy (Expectations of Students)

Signed: \_\_\_\_\_ Elementary School Principal

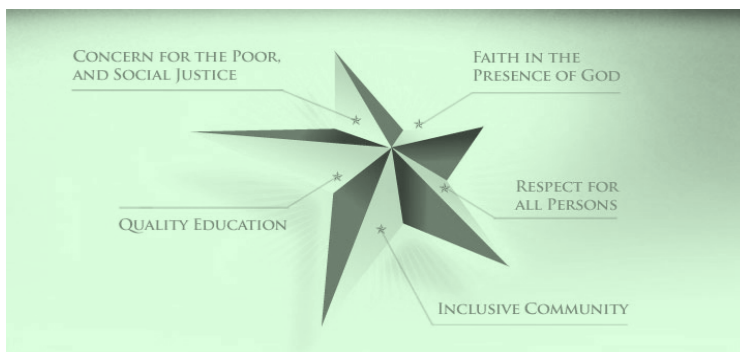
Signed: \_\_\_\_\_ High School Principal

Date of Policy: 8/16

Date of Review: 6/17

## Student Acceptable Use Policy

**This policy is written in the spirit of putting into practice our Lasallian core values**



I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- ✓ I understand that SJIIM will monitor my use of the systems, devices and digital communications.
- ✓ I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- ✓ I will be aware of "stranger danger", when I am communicating on-line.
- ✓ I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- ✓ If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- ✓ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

### **I understand that everyone has equal rights to use technology as a resource and:**

- ✓ I understand that the SJIIM systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- ✓ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- ✓ I will not use SJIIM systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting

### **I will act as I expect others to act toward me:**

- ✓ I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- ✓ I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- ✓ I will not take or distribute images of anyone without their permission.

### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- ✓ I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in SJIIM, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- ✓ I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- ✓ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ✓ I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email (due to the risk of the attachment containing viruses or other harmful programmes)

## Student Acceptable Use Policy

- ✓ I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- ✓ I will not use or access social media sites during school hours.

### **When using the internet for research or recreation, I recognise that:**

- ✓ I should ensure that I have permission to use the original work of others in my own work
- ✓ Where work is protected by copyright, I will not try to download copies (including music and videos)
- ✓ When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

### **When using Chat or e-mails in G-Suite for Education (G-Suite)**

- ✓ I understand and acknowledge communication and content from my school G-Suite account is recorded and tracked and misuse contravenes this agreement. Misuse may include unwanted contact, unsolicited contact, sending of images or media, spreading malicious messages or content, keeping inappropriate content in Drive and inappropriate internet searches.

### **I understand that I am responsible for my actions, both in and out of school:**

- ✓ I understand that SJIIM also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- ✓ I understand that if I fail to comply with this Acceptable Use Policy Agreement, the behaviour contract will be followed.

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**I hereby agree to all the expectations outlined in this Acceptable Use Policy.**

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_