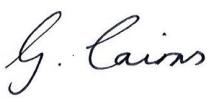


St Joseph's Institution International School

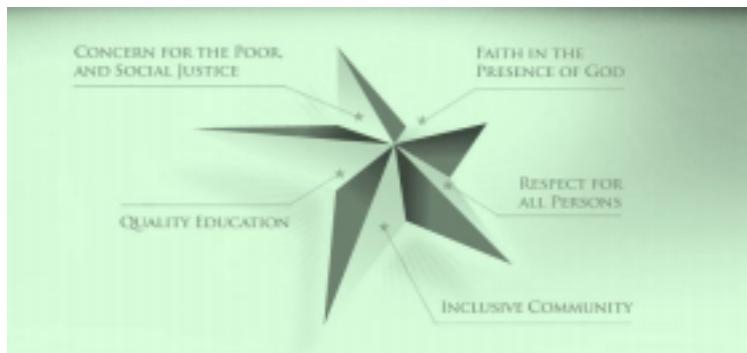
Enabling youth to learn and to learn how to live, empowering them to become people of integrity and people for others.



Acceptable Use Policy Expectations of Students Elementary School (Parents Copy)

Policy Written:	August 2016
Policy Reviewed:	June 2018, 2020, 2022, 2024
Date of Next Review:	June 2026
Revised By:	Gary Cairns (Head of School)
Signed By:	 Gary Cairns, Head of School

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



Welcome to St. Joseph's International Institution School, Malaysia's (SJIIS) Acceptable Usage Policy for Students. Our school provides a range of digital resources and tools to support your learning. This policy sets out the expectations for how you use these tools responsibly and safely.

Aims

The aims of this policy are to:

- **Promote safe and responsible use of technology:** We want to empower you to navigate the digital world with confidence and to protect your personal information.
- **Foster a positive digital community:** This policy helps ensure that our online interactions are respectful and that all members of the school community feel safe and supported.
- **Equip you with skills for the future:** We aim to prepare you for life beyond school by teaching you to be a **responsible digital citizen**.

By following these guidelines, you'll help create a secure and respectful environment for yourself and others. If you have any questions, please speak to your teacher.

For my personal safety and other people:

- **Keep Your Secrets Safe:** Your username and password are like secrets. You should **never share them with anyone**, not even your best friend. Also, you should **never try to use someone else's username and password**.
- **What to Do if You Find an Open Account:** If you ever see that someone else is still logged in to a computer, tell an adult right away or log out for them.
- **Tell an Adult:** If you see something online that makes you feel uncomfortable or confused, tell a teacher, parent, or another trusted adult right away. They can help you figure out what to do.
- **Don't Talk to Strangers Online:** Just like in real life, you should never talk to people online that you don't know. If a stranger tries to talk to you, tell an adult immediately.
- **Protect Your Personal Information:** Your personal information is very important. You should never share your full name, address, phone number, or age with anyone online.
- **Check with an Adult:** If you ever have a question about something online, always ask a trusted adult for help.

I will treat others by using the virtues:

- **Be a Good Friend Online:** I will be polite and respectful in all my online conversations. I will not use strong, aggressive, or inappropriate language. I will also respect that others may have different opinions than mine.
- **Respecting Others' Work:** When someone else creates something on a computer, it's their work. I will **always ask for permission** before I access, copy, or change their work.
- **No Bullying:** I know that cyberbullying is wrong. I will **not** be a bully. If I see any form of cyberbullying, I will be an **upstander** and tell a trusted adult immediately. I will report all cases of cyberbullying, even if they happen outside of school hours.

- **Ask Before You Share:** I will **always ask for permission** before taking or sharing an image of anyone.

I understand that the technology and internet at school is used for and is for everyone:

- **For Learning Only.** I understand that school devices and the internet are for learning. I will not use them for games, social media such as YouTube, TikTok, Discord or other social media platforms or anything else that is not for school.
- **Be Mindful of Others.** Our internet is for everyone. I will not download or upload large files, like movies or videos, without a teacher's permission. Doing so can slow down the internet for everyone else.

When using the internet for research:

- **Respect Others' Work:** I will always ask for permission before using someone else's work, like their pictures, music, videos, or creations.
- **Check Your Facts:** I know that not everything online is true. I will check with a teacher or parent to make sure the information I find is correct.
- **Keep Searches Safe:** I will not search for things online that are inappropriate. I will only search for things that are for school.
- **School Accounts are for School:** My school accounts (like my Gmail or Seesaw) are only for school work. I will not use them for social media or other platforms like TikTok.

I know the school needs to keep the computers and technology safe and working well so we can learn:

- **Only Use School Devices:** I understand that personal devices, like mobile phones and smartwatches, are not allowed in the Elementary School. I will only use the computers and devices provided by SJIIS.
- **Don't Break the Rules:** I know that it's risky to download bad or unsafe things. I will not try to use any special programs to get around our school's safety rules. Our rules are here to protect all of us.
- **Tell an Adult:** If I see something wrong with a computer or device, like a broken screen or a problem with a program, I will tell a teacher or staff member right away, no matter how it happened.
- **Be Careful with Emails:** I will only open links or attachments in emails if I know and trust the person who sent them. I know that some emails can have computer viruses that can hurt our technology.
- **Don't Change Settings:** I will not try to download new programmes or change the settings on any school computer.

Google Workspace for Education and Seesaw:

- **Your Account is for School:** I understand that my school accounts (like my Gmail and Seesaw) are only for school-related tasks. I will not use them for games or other personal things.
- **Keep Your Account Clean:** I will not store anything inappropriate in my accounts.
- **Monitoring and Safety:** I understand that my chats and all activity on my school accounts can be monitored. This is to make sure our school community stays safe and respectful.

Using Artificial Intelligence (AI):

- **Listen to Your Teacher.** When using AI tools, always follow the instructions and advice from your teachers. They'll show you how to use AI to help you learn, not just to get answers.
- **AI is a Tool, Not a Shortcut.** AI is here to help you with your schoolwork, not to do it for you. It's a tool to make your learning better and more interesting.
- **Be Honest.** Using AI for cheating is not allowed. All of your schoolwork should be your own.

Your Responsibility

- **Your actions matter**, no matter where you are. I understand that if I break any of the rules in this agreement, whether at school or outside of school, SJIIS can take action. This is because my actions reflect on our school community.

I will be responsible and follow all the rules outlined in this Acceptable Use Policy.

Print name: _____ Date: _____

Signed: _____

APPENDIX 1 Digital Citizenship Principles (Elementary School)

The Elementary School covers acceptable use as part of the Common Sense Media Digital Citizenship framework which is part of our Computing curriculum. The documents below are used as teaching tools to teach key principles and for students to track and record their understanding of them.

Year 5 & 6 Digital Citizenship Principles

Year 3 & 4 Digital Citizenship Principles

Year 1 & 2 Digital Citizenship Principles