Student Name (please print): ____ Grade: ____________

DRESDEN INTERNATIONAL SCHOOL

Student Technology Expectations
IT Acceptable Use Policy

This document specifies the important ground rules that students must follow when using Technology, IT services and IT equipment at Dresden International School.

Students will:

- Use IT equipment respectfully and carefully.
- Keep personal data and login data secret.
- Not duplicate, modify and/or distribute copyrighted materials (in accordance with German copyright law).
- Not distribute illegal content over the local area network or through the internet.
- Not distribute personal data (name, birth date, personal photos) of themselves, classmates or teachers to the public.

Use of computer and media equipment in the school

Login Information

- All students may receive logins and passwords for access to the school's computer systems and network.
- Users must choose their own passwords. Passwords should be complex.
- When a student is finished using a device, the student must log out.

Password Secrecy

- Students have the responsibility to protect the secrecy of their passwords.
- The school administration has the right to deactivate any login.
- Students are not allowed to use someone else's username and password to access the school's computer systems and/or network.
- Students are not allowed to obtain passwords of other system users by any means.

Copyrighted Materials

- Students may not duplicate, distribute or alter copyrighted digital media without the express written permission of the copyright owner.
- Students may not store copyrighted material. Copyrighted material may be deleted without notification.

Computer Use for School Purposes Only

- The school computer systems and network may only be used for school-related purposes.

Device Use

- The school does not take any responsibility for loss, theft, or damage of personal electronic devices.
- Students may not alter, damage, or otherwise attempt to corrupt any computers or devices.
- Students may not have food or drink near a computer or computing equipment.
- After finishing using a school device, a student should leave it ready for the next person.
- Students may not use school electronic devices without the permission and supervision of a teacher or staff member.
- Students will not use devices for the purposes of academic malpractice.
- *Damaged Items:* In the case that an item of the school's IT equipment has been damaged, students should report the damage to a teacher or school staff member immediately. If a student has damaged an item, that student's parents/guardians will be billed for the replacement or repair of the damaged item.

System Configurations

- Students may not change the installation and configuration of the school systems.
- Students may not access, modify, delete or destroy another user’s files.
- Students may not deactivate virus scanners and configured start-up processes.
- Students may not install software on any school device.
- Students may not introduce malicious applications to the schools systems.

Printing

- Students may use the printers and copiers in the hallways, library, and secondary technology lab to print.
- Students are given an individual budget for printing every school year. Once a student's balance reaches zero, he or she will have to request additional copies.
- The school reserves the right to charge fees or to turn off a student's printing account in the case of excessive copying or printing.

The BYOD (Bring Your Own Device) Program

Students are expected to bring their own computer device everyday as part of their required school supplies from Grade 6 onwards. Their device will serve as one of many learning tools that teachers and students will be utilizing on a day to day basis. The BYOD Program is intended to provide balanced and meaningful use of technology integrated by teachers throughout student academic curriculum. This will facilitate our learners to develop essential 21st century technology and digital citizenship skills needed in today’s world.

BYOD Device Specifications:

We recommend the use of Chromebooks in the school. Any Chromebook less than three years old is suitable. We will also be able to support Windows 10 and MacOSX Mojave and higher.

Student Expectations BYOD

- Students will install and use google chrome browser on their device for use at school.
- Students will make sure their devices keyboard and system language is in English or German.
- Students will make sure that their device is charged and fully functioning during the school day.
- Students will keep their school work in their school Google Drive so that they can access it from any device.
- Students know that sometimes their device may need repair, and will tell their parents about any problems immediately.
- Students will bring their device to all classes except those taking place in the sports hall.
- Students will close the lid of their computer device when a teacher instructs them to do so.
- Students will use their device solely for school work when in class.
- Students will follow their parents' expectations regarding their device use outside of school.
- Students will not use software, videos, or websites that are inappropriate. Teachers and parents will guide in making good choices.
- Students will not use their devices for the purposes of academic malpractice.
- Students understand that student devices are only permitted to connect to the DIS Wi-Fi, and will not use any means to work around the school’s network security systems.

Internet Access and Use

Prohibited Use

Students who access the Internet at school should avoid legally prohibited or inappropriate websites. In the case that a student accidentally accesses such a page, the student should report this to a teacher or staff member immediately.

School Web Filter

One of the ways that the school controls and monitors web access for students is via a web filter. Students may not attempt to bypass the school’s web filter.

Download of Internet Content

- Students may not download copyrighted digital media.
- Establishing and using file sharing networks is not allowed.
- Downloading software and making that software available to others is not allowed.
- Any file that is deemed inappropriate by school administration may be deleted from the schools computing resources without notice.

Access to School Databases

In some cases, students may receive general logins and/or passwords to school acquired, academic resources on the internet. Students may not share logins or passwords for these resources with individuals outside of the school.

Online Subscriptions and Purchases

- Students may not enter into any subscriptions, contracts or agreements while at school.
- Students may not provide personal information online in exchange for internet services.

Publishing Content Online and on Social Media

Illegal Content

- Posting pornographic, violent, racist, youth-inappropriate, or intentionally-harmful content is forbidden.
- Content should not be posted online that would bring harm to the school’s image.

Personal Photos

Students may not post or upload photos of other students, teachers or school staff members online unless they have written permission from those individuals in the photographs. In the case that the photographed person is less than 18 years of age, written permission from that person’s parent/guardian is required.

Use of School Identity

Students may not publish content on behalf of the school without the written permission of the school administration.

Data Security

Supervisory Measures, Administration

- The school has the responsibility to supervise student activity on the computer systems and the school network. For this reason, data and activities are monitored.
- IT administrators may freely access all files and folders stored on public and shared directories.

Email & Online Learning Tools

- The school will provide accounts for email and online productivity tools for students.
- School email and productivity tools should be used for academic purposes.
- Students may not send mass mailings or any other inappropriate messages.
- Using another person’s account is forbidden.

Final Agreement

Parent/Guardian Signature

A student may not have access to the school’s computer systems and network until this form has been signed by the student’s parent/guardian and returned.

Cases of Inappropriate Use

The school administration reserves the right to restrict access of or temporarily remove access from students who do not adhere to the rules in the school. In serious cases, a student may be banned from the school’s systems. Students who do not follow the rules outlined in this policy document may face additional disciplinary and/or legal (civil or criminal) consequences.

________________ Student Initials   ________________ Parent Initials

Appropriate versus Inappropriate Use

In individual cases, the school reserves the right to define further appropriate and inappropriate uses of the school's systems that are currently outside the scope of the current version of this document. Such a determination would be for actions that cause harm to the school, its students and/or its teachers or staff members. In the case that it has been determined that a student has acted inappropriately, and that student's actions do not fall within the terms of this policy,the school administration has the right to apply disciplinary actions. In some cases there may also be legal (civil or criminal) consequences.

Responsibility of the School

The school does not guarantee the function of computing resources in the school. Nor does it guarantee the modification of school systems to meet the individual demands of students. The school administration has the right to alter this policy. In the case of a change, users will be informed in writing.

Dresden International School Technology and IT Use Policy.

Please initial each page, sign the last page, and return it to the school. Students will be issued a login and password once they have returned this signed form to the school. Both the student and a parent/guardian must sign the document.

I have read and understood the policies set forth in the "Dresden International School Computer and IT Use Policy". By signing this document, I am accepting the terms set forth in the policy.

Student Name (please print): ____

__________________________ __________________________ __________________________

Student Signature Location Date

__________________________ __________________________ __________________________

Parent Signature Location Date