



AISZ Information Technology

Responsible Use Policy

AISZ Information Technology (IT) Responsible Use Policy Upper School and Staff - Computer, Network, & Internet Services

After reading the AISZ Responsible Use Policy, please complete and sign the agreement section, along with your parent. Return the signed agreement to the IT office. If you have any questions about this agreement, please ask IT department staff.

Purpose of IT at AISZ - The use of information technology by AISZ students and staff must be to support the mission and educational goals of AISZ. AISZ provides staff, equipment, software and network access to electronic resources and technologies to enhance the teaching and learning environment, and to empower its users through the responsible use of technology.

Please understand that the use of IT and AISZ's network is a privilege that comes with responsibilities, rather than a right. IT services are provided by AISZ to meet the goals of the school and should not be considered confidential. Access may be monitored for inappropriate use at any time to maintain the stability, reliability and security of the system and its users. When in doubt, do not hesitate to consult the IT department.

All student and adult users are expected to use these IT resources responsibly, as outlined in this policy.

Responsible use includes (but is not limited to) the following:

DO:

- Use all AISZ facilities, resources and services responsibly and ethically.
- Use the AISZ network and equipment only for educational or school purposes.
- Be sensitive to cultural, religious and political differences when communicating through AISZ services.
- Respect the privacy of all AISZ user data and work spaces.
- Help by reporting suspected viruses, spyware and other malware to the IT department.
- Organize your personal and shared files and “archive or delete” unused emails and files.
- Give credit for the use of intellectual property and respect and adhere to citation and copyright laws.
- Consult the IT department / teachers when in doubt or when you need help.

DO NOT:

- **DO NOT** under any circumstances share your AISZ account ID or passwords with anyone.
- **DO NOT** access another user's account or files.
- **DO NOT** share personal information online without carefully evaluating the source of the request.
- **DO NOT** send chain messages, political, religious or any other disturbing or inappropriate messages or attachments (e.g. threatening, obscene, racist, sexist or violent materials).
- **DO NOT** expect your e-mails and attachments to be “private.”
- **DO NOT** stream non-educational video or audio, play online games, etc. over AISZ facilities or services.
- **DO NOT** deliberately transmit known harmful files and attachments such as viruses, spyware or malware.
- **DO NOT** use or install illegal “pirated” software.
- **DO NOT** post anything online that could be hurtful or disrespectful, or in any way pose a risk to you, others or the school.



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Security – User and data protection and security is a high priority. **Do not**—under any circumstances—give your password online or to another person or allow another individual to use your account. Do not leave your account logged in when you leave the computer. Do not attempt to log into the system as any other user. If you feel you can identify a security problem, notify the IT department immediately.

Data Backups – all users are responsible for backing up their own data and files. GoogleDrive is useful for this.

Vandalism - Vandalism is defined as any malicious and deliberate attempt to harm or destroy systems, equipment or data on the AISZ network. Vandalism will result in disciplinary action and may also result in financial penalties for any damage caused.

Updating System and Account Information – The AISZ IT department may occasionally need to update system and account settings to maintain the integrity of the system.

Storage – All AISZ users have unlimited storage on Google Drive (therefore, use of the AISZ server to store personal and shared files should be limited).The AISZ IT Department may monitor Google Drive or personal network folders for inappropriate materials.

Printing and Copying – REDUCE PAPER USE (printing and copying) as much as possible. Use AISZ IT to transfer or share files/documents when collaborating with others and to submit work to your teachers.

***Note:** These guidelines are subject to change along with technological developments and threats that arise, while providing the best facilities and services within a safe and secure environment for all AISZ users.*



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AISZ Responsible Use Policy AGREEMENT

I have read the AISZ Responsible Use Policy and will abide by it. I accept that I am responsible for all information that I post to the Internet, on any device, whether I do so while on campus or outside of school. I will not use technology to harass or bully another person. I understand that if I post information that is deemed by the school to harass, defame, insult or intimidate a member of the school community—or the school itself—I will be held liable under the school’s disciplinary guidelines.

Date _____

Grade _____

Parent Name _____

Student Name _____

Parent Signature _____

Student Signature _____