

## **Canadian International School IT Policy (Students)**

The aim of this policy is to foster appropriate use of digital technologies and to establish attitudes and behavior that will protect the students, the Canadian International School community and the school's IT resources.

This policy will be reviewed on a continual basis, the IT Policy Committee will meet to evaluate the effectiveness of the policy. Additional meetings may be held, according to needs based on feedback from stakeholders.

Parents: please discuss the policy rules with your child to ensure he or she understands them thoroughly. Parents of our younger students should feel free to simplify the rules for their child or to contact the school for advice in this area.

### **Information Technology Resources at the Canadian International School (CIS)**

CIS's information technology resources, including Internet access, are provided for educational purposes. Students are responsible for good behavior in this virtual environment just as they are in the physical school environment.

The school provides every student with a personal Google mail account, recognizable by the @students.cis.edu.vn address. This account is an essential communication route between students and teachers, especially as it integrates with a range of Google applications that are in frequent use in the classroom.

Most importantly, the @students.cis.edu.vn account provides each student with 30GB of storage. This allows students to keep documents in 'the cloud' and so access them from any location with Internet access. Students are strongly encouraged to store their learning using their Google account.

All teachers also have a Google account and the same storage facility. Many teachers will keep learning resources in 'the cloud' and share these with students. Teachers will also use the Google environment for a range of e-learning activities, and some will also use it for the submission of assignments.

- All students have access to PCs, and/or personal laptops and/or other digital technologies provided by the school.

- Students in Grades 7-12 are expected to bring a fully-charged laptop or tablet (or other device suitable for school work) to school every day for use in classes, unless otherwise stated by their teachers
- All students have access to shared local network resources and the Internet.
- Students in Grades 1-12 use Google Apps for Education (GAFE) accounts managed by the classroom teacher.
- Students in Grades 1 to Grade 2 have passwords controlled by their homeroom teacher and/or a GAFE administrator and cannot be changed by the student. From Grade 3, students control their own passwords.
- All students have access to a shared account, set up with restricted permissions, that allows faster logins through the WiFi network.
- For students in Grades 1 to 5, the account information will be shared with parents.

**Unauthorized copying, installation, use or theft of software, media, electronic files, data or other intellectual property**

It is unethical and forbidden to copy, install, take or use software, media, electronic files, data or other intellectual property unless permission has been obtained from its creator, owner or publisher, either in writing or as a license agreement.

**Unauthorized materials and electronic files**

Any attempt to distribute and/or gain access to inappropriate materials including, but not limited to pornographic materials, malicious codes and applications, unlicensed video and audio files and unauthorized games, is likewise prohibited.

**Account and Passwords**

- Students are provided individual usernames and passwords for both login to the CIS system and for their Google Apps For Education account. They will be responsible in safeguarding the data and services being offered by the school.

They will likewise be responsible in safeguarding their account password and accesses.

- Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or school) to strangers whom you may encounter online. Likewise, do not reveal such information in a public online forum where you may not know everyone who might see the information.
- Never reveal personal information online about someone else unless you have their prior permission and you know the information will not be used for harmful purposes.
- Never reveal your access password or that of anyone else.
- Any attempt to borrow, lend or share individual usernames and passwords is forbidden.
- Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- Report immediately to a teacher any message or request that you receive that bothers you or that suggests personal contact with you.

#### **Use of any technology for activities unrelated to specific school use (K - Grade 8)**

Any use of technology by students must be directly related to their education as directed by teachers or staff:

- Students will not use school technology for accessing information or technology not within the school's control without expressed and specific permission from CIS teachers.
- All personal technology not being used for educational purposes, must be turned off.
- Technology will not be used by students for personal entertainment, game-playing or for activities unrelated to their current education and learning.

#### **Use of any technology for activities unrelated to specific school use (Grades 9-12)**

- During lunch and during breaks only, Grade 9-12 students are permitted to use their technology for personal reasons in designated areas: the D-Wing, A Wing, 4th floor C-Wing, and Secondary Courtyard, BCIS May Cafe
- Students are expected to conduct themselves with utmost professionalism and abide by school-wide restrictions regarding technology use, as outlined in this policy. Failure to abide by these restrictions could result in the revocation of technology privileges and/or other disciplinary measures.

### **Downloading Illegally**

Torrent file sharing on any device is strictly prohibited. This negatively affects the bandwidth (i.e. internet speed) of the school. Students are prohibited from downloading or sharing by means of peer-to-peer (p2p) at CIS without the consent of a CIS teacher and/or network administrator.

### **Prohibited Behaviors**

Students are responsible for their behavior on school computer systems, just as they are at all times throughout the school. Below are samples of conduct that will not be tolerated including, without limitation:

- Tampering with and/or attempting to tamper with, theft, removing or changing any hardware or software from any school-owned or leased system or equipment
- Deleting , renaming, moving , copying or changing any electronic files or their properties, other than their own, without explicit permission from the owner or school authorities
- Changing or attempting to change passwords other than their own
- Intentionally impersonating someone else and/or misrepresenting another through the use of another's school email account whether within or outside CIS
- Intentionally and/or maliciously bypassing the user-security mechanisms of the network and mail system
- Installing unauthorized personal software on school technology equipment

- Violating copyright laws by unauthorized copying and distribution of software
- Installing, copying or knowingly infecting a computer system with a virus and/or malicious programs
- Wasting resources including bandwidth, file storage space, printers or paper
- Using technology for unauthorized commercial purposes

### **Use of Social Media**

Secondary students may access social media, but only during lunch and breaks. All other students are expected to refrain from accessing social network sites during school hours unless expressly asked to do so as part of a class activity.

### **Use of Bandwidth**

Internet activities require bandwidth, and there is limited bandwidth here at the school. Here is an approximate list of how much bandwidth is used by a particular activity:

HD Video streaming for 10 min (150MB)

SD Video streaming for 10 min (40MB)

Streaming music for 10 min (5MB)

Surfing the web for 10 min (2.5MB)

Posting 1 photo on social media (0.3MB)

Sending 1 email (0.02MB)

Downloading and watching videos uses the most bandwidth. Don't open a video just to listen to music. Limit your usage of bandwidth, because it negatively impacts the other users in this school.

### **Harassment using technology**

Use of the phone system, copy machines, computer systems, email or any technology to send or display inappropriate, obscene or harassing messages or material anywhere or to anyone is prohibited.

### **Invasion of the privacy or property of individuals or the school using technology, reporting of violations**

All students must respect any individual's work, electronic files and right to privacy. The IT office and/or GAFE administrators reserves the right to inspect any student's data, school email, media, internet browsing history/cache, electronic files and property brought into school and used to access school technology. Students not willing to allow such inspection will not bring technology items not owned or controlled by the school into school facilities, nor use them to access school technology.

### **Accessing, creating, displaying or publishing inappropriate or demeaning materials or information**

Some materials or information available as electronic information on the network and the internet is considered objectionable by some. Students will not access, create, display, or publish any inappropriate or demeaning materials or information. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication like internet SMS (other than e-mail) without prior approval from the principal and IT Office. Permission from your teacher is not sufficient.

### **Privacy in communication over the Internet and the network is not guaranteed.**

The IT Office and GAFE administrators will monitor, log, review, and may inspect all directories, files, internet browsing history/cache and/or messages residing on or sent using the school's computer network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### **Failure to Adhere**

The consequences for failure to adhere to this policy may result in restriction or even complete loss of access to part or all forms of any technology or other disciplinary measures deemed appropriate by the school administration. There will be consequences for any individual who fails to follow the Canadian International School (CIS) policies.

The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion.

*Portions of this policy have been taken from the Toronto District School Board Online Code of Conduct.*