

ACCEPTABLE USE POLICY

Rationale

Devices at MIS may be used with a teacher's permission to complete school-related work. Using devices is a privilege, not a right. These rules are to be followed with school devices and with personal devices. This policy applies when using school related content and platforms, such as Google Applications, at home.

When using devices please use the following guidelines:

Respect Yourself

I will:

- show respect for myself through my actions.
- use school-appropriate language and images.

Protect Yourself

I will:

- ensure that the information I post online will not put me at risk.
- not publish contact details or personal information in public spaces.
- report any aggressive or inappropriate behaviour directed at me.
- not share my password or account details with anyone else.
- only use MIS email for schoolwork and with teacher permission.

Protect Others

I will:

- report abuse.
- forward only materials (including emails and images) that are appropriate.
- not be a passive witness and will report to school staff any wrong doing I am aware of.

Respect Others

I will:

- not bully, harass or stalk people online.
- not post photos or videos of classmates, teachers, or staff on social media without their consent.
- not take photos or videos in class, unless authorized by the teacher.
- only go to sites that are related to my schoolwork.
- not share my password or login.
- only change or modify other's work with permission.
- write emails that use appropriate language and grammar that is respectful.
- not stream video/music unrelated to class work (ex. youtube to listen to music) or download non-school related materials.

Respect Copyright

I will:

- follow the copyright guidelines and cite my sources (MYP/DP use MLA 8th edition formatting guidelines).
- request permission from the owner if necessary.
- not steal or share music or other media in a manner that violates their licenses.
- abide by the school's Academic Integrity Policy.

Protect School Property

I will:

- not go into system programmes or preferences.
- not vandalise by causing physical damage, reconfiguring the computer system, or destroying data.
- only listen to music with the teacher's permission.

Consequences

First Warning

The first time a teacher sees that you are not following the Acceptable Use Policy, you will be given a warning and asked to quit whatever you are doing.

Second Warning

The second time you are given a warning you will lose your device & school platform privileges for five (5) school days. Your parents or guardians will be contacted to inform them of the loss.

Third Warning

If you receive a third warning you will lose your device & school platform privileges in school for ten (10) school days. Your parents or guardians will be contacted to inform them of the loss.

Beyond Third Warning

Your parents will need to meet with the Head of School to discuss consequences.

Gaming

Games are not to be played on devices at MIS. The only exception to this rule would be if a teacher is using a specific game to teach a concept.

Students who are found to be gaming on their device will receive a warning. If there is a repeated offense, the student will be required to delete all games on their device and the teacher will notify the parents. The third offense will result in confiscation of the device and a meeting between parents and the Principal before the device is returned.

Phone Usage

Students are prohibited from using phones (or call/text enabled smart watches*) during the school day and they should be turned off/in silent mode and kept in the student's locker/bag. Students may not call, text, take photos or video, or surf the internet on their phones, or any other device, without specific teacher approval.

Parents may be contacted in the case of students that are having trouble managing their phone/smartwatch. In these cases the parent may be asked to ensure that the device is not brought back to school.

*Smart watches can be worn if they are turned to silent and not used in a way that violates the Academic Integrity Policy.

Device Preparedness

Students should be charging their device before they come to school so that they arrive at school with a fully charged device.

Students should keep their apps and operating system running smoothly by updating their device regularly. Many problems with apps are linked to the device not being updated.

Links to:

- Student Safety Policy
- Student Behaviour Policy
- Academic Integrity Policy
- Student Code of Conduct