Technology Use at ISM (Moshi Campus)

Computer use policies are essentially contracts between the school, staff, the student and the parent. They outline what members of the school community can and cannot do using school technology, including the use of personal computers or wired/wireless devices to access the school's Internet and network resources. In order to achieve a computer network that is both efficient and safe for all its users (staff and students) a number of important guidelines must be followed. ISM reserves the right to determine appropriate use and may restrict individual access or impose general limitations on network and/or internet use.

Home Folders and network security:

Each user will be allocated an individual home folder on the file server where school documents can be saved. Personal documents should be saved on personal external USB sticks or hard drives – not on the file server nor on individual school computers. The school will limit the size of individual folders and reserves the right to monitor the contents of folders.

Each user undertakes not to reveal his/her password to another user, and to log off after each use.

Users may not save or install any programs on the server or on school computers, or save personal programs, music or video files unless this is required for an approved school-related activity. Students must obtain permission from a teacher before installing programs on school computers.

Computer Work Areas (IT Centre, Library , etc)

All school computers, technology and work areas should be treated with respect and care.

- In the IT Centre, do not use a computer in a room where a class is in session without the teacher's permission
- Leave your work area neat and clean - push in your stool or chair
- Print out only school related work unless you have made arrangements to pay the printing cost
- Print double sided or on recyled paper whenever possible, and with black ink only – colour only when necessary
- Print only single copies of work when necessary. If more copies are needed, these should be photocopied. If the work can be submitted/circulated/stored digitally, then printing may not be necessary at all.
- Do not take food or drink to consume by a computer – water is generally acceptable but be very careful to ensure that it is not spilt
- Use school computers quietly and in ways that will not disturb others around you
- Do not change the screen saver, or other general settings of a school computer

Email and Communications

Student emails may not be accessed during lesson times or study hall unless this is essential for school-related work or for college/university applications.

Other communication systems, such as social network sites, chat rooms or chat software, internet telephony, may similarly not be accessed during lesson times or study hall.

Beware of unsolicited emails that often contain viruses or other malicious content – delete without opening if suspicious

Use of Personal Computers/Devices on the School Network

Students and staff may access the school network on their personal computers or devices. By doing so, each user agrees to follow all terms of this computer use policy.

In addition each user undertakes to ensure that his/her personal computer/device is effectively protected against viruses and other intrusions. A user who is found to be distributing viruses on the network (knowingly or otherwise) may be denied access by the school. To this end, the school allows all network users to access the internet free of charge on personal computers/devices for a short period at specified times each week for the purposes of updating anti-virus and security software. When doing so, users agree to be bound by the internet access rules below.

Internet Access

The educational value of appropriate information on the Internet is substantial. However, the Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value. Among other things, there is information, which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. International School of Moshi (ISM) wishes to support students in responsible use of the Internet and does not condone or permit the use of such material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Internet access through school computers at ISM is available to students in supervised areas such as the IT Centre or Library. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Secondary students may only access the internet on personal computers or devices with specific parental consent and on payment of any charges set by the school. The school is unable to provide any supervision or monitoring of internet access on personal computers or devices. Additionally, parents must discuss with their children their own expectations for their child's internet use. The use of Internet is a privilege, not a right. Inappropriate use, including any violation of the following conditions and rules, may result in removal of the privilege.

- All computers/devices accessing the internet through the school network must first be registered with the school.
- All communication must use appropriate language and be polite
- Users may not download, copy or store copyright materials such as music or video files without the necessary permission
- Users must respect bandwidth limitations and therefore not download or upload large files or utilise streaming audio or video at times of high demand.
- Users may not access, download, copy or store material regarded as pornographic or material which is illegal.
- Users undertake to respect any limitation on internet use imposed by the school, such as limitations on times when social networking or games sites may be accessed.

General

Any user who identifies a problem with a computer or the network in general should notify the supervising teacher or IT Centre staff.

Users undertake not to misuse any usernames, passwords, IP or machine addresses, not to attempt to circumvent or bypass any security measures or other restrictions imposed on network users by the school, and not to attempt to vandalise any computer or device through either digital or physical means.

The school reserves the right to search any computer or device on the school campus, whether school-owned or personal, which school personnel believe may have been used in contravention of this policy. All students bringing devices on to campus are obliged to cooperate fully in such a search if it is required.

The school will impose sanctions, suspension of privileges or more severe disciplinary measures on users for inappropriate use of IT equipment, internet access and/or network use. This will also apply to users on personal computers or devices.

The school website is designed to promote and inform all about ISM. If you are uncomfortable with your image appearing on the school website, you should inform the IT Teacher or IT staff.

Students are advised to save all important school work in more than one place in case of loss or corruption. Such places could include personal computers or hard drives, USB memory sticks, the school's file server, or email to a personal account.

Please complete and return this form to the Head of Primary or Head of Secondary.

 Parent/Student:

As the parent or legal guardian of the student signing below, I grant permission for my son or daughter to use ISM computers or personal computers/devices on the school network and on the internet. I understand that the student will be held accountable for his/her own actions. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent/Guardian Name (print): _____

Signature: _____

Student Name (print): _____

Signature: _____

Date: _____/201__