

BAIS Technology Department

Acceptable Use Policy (AUP)



Technology Offerings

Bandung Alliance International School is pleased to offer students access to the school-wide computer network for accessing and storing information, for using the Internet and for using e-mail.

Families should be aware that the Internet contains items that are offensive. The faculty and staff will make reasonable efforts to ensure that students do not access offensive material. Such efforts include filtering & Internet monitoring software, public location of computers, and spot checks of student work. Ultimately, parents are responsible for setting and conveying the standards that their children should follow when using the Internet. To that end, BAIS supports and respects each family's right to decide whether or not their student should have access to the Internet at school.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. It is expected that students will comply with the standards set forth below. The use of school computers and the network is a privilege, not a right, and may be revoked if abused. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Provided Educational Tools

Network Account

Every student, 4th Grade and above, is provided with a username that allows access to computers and storage space. It is the student's responsibility to maintain a password and **not reveal** the password to other students.

Storage Space

Students are provided with a private, secured folder on a networked server. This allows them to save files that are accessible from any of the school computers. Students should never save files locally on a computer – the files will be lost.

Internet Access

The school provides a continuous connection to the Internet. The Internet connection is filtered and will block pages containing inappropriate content. It is also monitored and logged on a per-user basis. Real-time reports about web sites visited and time spent on them is available to the school administration and IT Director at all times. Students that repeatedly attempt to bypass or access pages that have been blocked will be subject to disciplinary action.

The school's Internet connection is to be used for educational purposes only. During school hours, **students may not check personal email (other than their BAIS account) or use the Internet for anything other than class purposes.** Many sites will be blocked during school hours to enforce this policy.

E-mail account

The school provides an e-mail address to all secondary students 6th grade and above. No business transactions (ordering items from the Internet) should be conducted with the account. The accounts should not be used in a mean, derogatory or offensive manner. Email addresses for students are in the format *FirstnameLastname@baisedu.org*. URL to access the email is <http://gmail.baisedu.org/>



Usage Expectations

Privacy – Network storage areas will be treated like school lockers. Passwords should not be shared. Technology Department employees may review communications to maintain system integrity and ensure that students are using the system responsibly. Students should not provide any information about themselves on the Internet. This includes their name, address, telephone number and any other information that is unique to him/her.

Copying – Students should never download or install any commercial, shareware or freeware software onto local and network drives or disks, unless they have permission from a Technology Department employee. Students may not copy other people's work or intrude on other students' files.

Inappropriate materials – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is for a student to never view, send, or access materials that he/she would not want his/her teachers and parents to see.

Specific rules for following the expectations

1. Do not use a computer to harm other people or their work.
2. Do not damage or attempt to "hack" the computers or the network in any way.
3. Never install any software of any kind on a school computer.
4. Do not violate copyright laws, including those for images found on the Internet.
5. Do not view, send, or display offensive messages or pictures.
6. **Never** share your password with another student, and **never** use an account other than the one assigned to you, regardless of whether another student has given you permission or not.
7. Do not waste limited resources such as disk space or printing capacity. Printing school assignments in black and white is allowed for no charge. All color prints cost Rp 5,000 each, personal BW prints are Rp 300 each.
8. Do not trespass in another's folder, work, or files.
9. School computers are to be used for school email and school work only. No other use of the computers is permitted – playing games, downloading music, or **any non-school use** will result first in a detention. Facebook is a non-school use of computers. A second offense may result in termination of computer use privileges. Students may only check their BAIS email during school hours, not any other personal email accounts.
10. MP3 or other music files, and non-school related video files are not allowed to be stored in network folders.
11. **Instant messaging is not allowed at any time** by any means. This includes Meebo or other web sites that provide IM services without the application.
12. BAIS reserves the right to prohibit use of personal floppy disks or USB flash disks if there is any threat of computer viruses.
13. Students must notify a teacher or Technology Department staff member immediately if they accidentally encounter materials that violate the AUP.

Violation of these expectations may result in a loss of school network or Internet privileges, as well as other disciplinary action as determined by the teacher and/or administration.



BAIS Acceptable Use Policy

Parent Permission Form and Student Agreement for _____
Student name

Please keep the Attached Acceptable Use Policy. This page should be returned no later than one week after the first day of attendance at BAIS. Elementary students should return this form to their teacher; secondary students should return this form to Mr. Hegle or Mr. Ramappa.

Parent Permission Section

As a parent or guardian of a student at Bandung Alliance International School, I have read the Acceptable Use Policy about the appropriate use of computers at the school. I understand this agreement will be kept on file at the school.

Please check one:

___ My child may use e-mail and the internet while at school according to the rules outlined in the Acceptable Use Policy and Student Handbook

___ I would prefer that my child **not** use e-mail and internet while at school

Parent Name (Please Print) _____

Parent Signature _____ Date _____

Student Agreement Section

As a user of Bandung Alliance International School's computer network, I agree to comply with the guidelines and expectations in the Acceptable Use Policy and to use the network in a constructive manner.

Student Name (Please Print) _____ Grade _____

Student Signature _____ Date _____

For office use only

Received on:

Google Apps

Photograph

Received by:

ADS / Personal Folder

ID Card

Attendance System

ParentsWeb email