

# Technology Department

## Acceptable Use Policy (AUP)



### Technology Offerings

Bandung Alliance Intercultural 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.

Elementary students will each have access to either a school-owned iPad or a Chromebook and middle school students will have access to a roving Chromebook cart located in the Library. When students have access to school owned technology, there is a risk that the technology may be damaged. If such damage occurs due to gross negligence by the student, then the parents would be responsible for the replacement/repair of the device. Gross negligence as determined by the administration includes and not limited to consuming food and beverages by the device, improper handling, running or physically playing near devices, etc.

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, 3rd Grade and above, is provided with a username that allows them access to computers at school and storage space on the local server. 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 saved locally on the computer will be deleted.

#### Internet Access

The school provides a continuous connection to the Internet. The Internet connection is filtered and will block pages containing inappropriate content. 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 students 3<sup>rd</sup> 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/>. This email address will be deleted when the student is no longer enrolled at BAIS. Students

seeking to send email to groups that exists within our BAIS organization should seek approval with the administration **before** sending the email.

## 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 school computers' 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

- Do not use a computer to harm other people or their work.
- Do not damage or attempt to "hack" the computers or the network in any way.
- Never install any software of any kind on a school computer.
- Do not violate copyright laws, including those for images found on the Internet.
- Do not view, send, or display offensive messages or pictures.
- 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.
- 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 laser prints cost Rp 5.000 each, color photo prints costs Rp 25.000 each, and personal BW prints are Rp 300 each.
- Do not trespass in other user's folders, work, or files.
- 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 and other social media 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.
- MP3 or other music files, and non-school related video files are not allowed to be stored in network folders. Technology Department reserves the right to delete information present in the students' personal folder that are non-school related files.
- Instant messaging is not allowed at any time by any means. This includes Kakao Talk, Meebo, WhatsApp, Facebook Messenger or other web sites that provide IM services without the application. Google Hangouts may be used only if approved by the teacher/staff.
- BAIS reserves the right to prohibit use of personal USB flash disks if there is any threat of computer viruses.
- 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.**

**If you have questions or clarification on any of these policies then please send an email to [it@baisedu.org](mailto:it@baisedu.org)**