



مدرسة كامبردج الثانوية
THE CAMBRIDGE HIGH SCHOOL, ABU DHABI

Acceptable Use Policy Academic Year 2022 - 2023

Date last reviewed: September 2022
Review Period: Annually

Acceptable Use Policy

Aim

The aim of this Acceptable Use Policy is to ensure that all pupils at CHS will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege.

Rationale

All students and their parents/guardians/caregivers at The Cambridge High School must accept this agreement. This document covers the use of BYOD technologies in the school i.e. email, internet, intranet and network resources, learning platform, software, equipment and systems. Digital systems, technologies and software are made available to students to further their education and to help the management of the school.

The school reserves the right to examine or delete files that may be held on its computer systems and to monitor any internet site visited or work done by a student.

For my own personal safety:

- I understand that I must use the school digital system in a responsible way, to ensure that there is no risk to my safety, other students or to the safety and security of the digital systems
- I understand that only tablets and laptops suitable for learning will be used in school
- I understand that the school is not responsible or liable for loss or damage, or for maintenance or repair of my device
- I understand that the school does not provide any insurance cover for personal devices brought to school
- I understand that the school will monitor my use of the digital systems, email and other digital communications. This will include monitoring and accessing any personal area on the network, such as 'My Documents'. Teaching staff will only be able to **read** information in 'My Documents' and not amend anything
- I understand that the schools digital systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so. I will only use devices for school work, homework and as directed
- I will not bring files into the school (on removable media or online) without permission or upload inappropriate material to my institution
- I will ensure I have a secure password on my device and keep my logins, usernames and passwords undisclosed
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting
- I will use the internet responsibly and will not visit web sites I know to be inappropriate for the school
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- The messages I send and the information I upload will always be polite and sensible
- I will immediately report any unpleasant, inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a teacher / trusted adult
- I will not disclose or share personal information about myself or others when on-line
- I will never arrange to meet someone I have only ever previously met on the internet or by email or in a chat room, unless I take a trusted adult with me
- I am aware that some websites have age restrictions and I will respect this
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk
- I will not take or distribute images of anyone without their permission

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not install or attempt to install programmes of any type on a machine or store programmes on a computer. I will not alter computer settings
- I will not use VPNs or use other private networks when using devices at school

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me
- I understand that I am responsible for my actions, both in and out of the school
- I understand that the School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the School and where they involve my membership of the School community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, removal of devices, contact with parents and in the event of illegal activities involvement of the appropriate authorities

Inappropriate Behaviour

Inappropriate Behaviour relates to any electronic communication whether email, blogging (e.g. online diaries), text messaging or any other type of posting / uploading to the Internet.

It is commonly recognised that examples of inappropriate behaviour are:

- Accessing, uploading, downloading or distributing indecent, obscene, offensive or threatening material;
- The use of indecent, obscene, offensive or threatening language;
- Engaging in personal, prejudicial, racial or discriminatory attacks;
- Harassing or bullying another person. Harassment is persistently acting in a manner that distresses or annoys another person either by email, online or via texts;
- Knowingly or recklessly sending or posting false, defamatory or malicious information about a person;
- Accessing material that is profane or obscene, or that encourages illegal acts, violence, or discrimination towards other people
- Accessing another individual's materials, information, or files without the permission of the person;
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- Using passwords other than one's own without written permission of that person;
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- Using the network for commercial purposes;
- Gaining the network passwords and distributing these to other students;

- Gaining unauthorised access (“hacking”) to resources or entities;
- Downloading and installing VPN’s or using VPN’s to gain access to inappropriate content;
- Altering the set-up of computers as set by the system administrator;
- Using software which has not been assigned or approved by staff;
- Seeking to gain or gaining unauthorised access to information resources or other computing devices.

Online Learning

I consent to my child taking part in live Microsoft Teams or Zoom sessions and acknowledge that they will follow the essential agreements set out by the teacher. I understand class sessions may be recorded and may be shared with the class to support follow up learning and for anyone unable to join the class or who experienced connection issues during the live session. I understand that 1:1 support sessions will be recorded for safeguarding purposes but will not be shared after the lesson. I understand the recording may be made available to me only for the purposes mentioned above. I will not share this recording on social media or with others.

Undertaking

Student Signature – Acceptance of the Bring Your Own Device (BYOD) conditions:

I understand that it is my responsibility to ensure that I remain up-to-date with current procedures and protocols. I have read and understand the school’s most recent digital-safety policies.

Student Name: _____

Class: _____

Signature: _____

Date: _____

Parent Signature – Acceptance of the Bring Your Own Device (BYOD) conditions:

I acknowledge that both my child and I have read through and agree to The Cambridge High School, Abu Dhabi ‘Bring Your Own Device Acceptable Use Policy’. I will instruct my child regarding the importance of following all the guidelines included in this agreement.

Father / Mother Name: _____

Signature: _____

Date: _____