

# Ruamrudee International School and Redeemer International School Thailand

## ACCEPTABLE USE OF TECHNOLOGY POLICY

### *for Students*

#### **Accessing and Using the School's Technology Resources**

The school will allow access to the Internet, the school network and computers to all of its students who follow the terms of this Acceptable Use of Technology Policy. Email, or access to email will be provided to all students who follow the terms of this Acceptable Use of Technology Policy.

The school faculty, staff and administration strongly believe in the educational value of the integration of technology in education, and recognize its potential to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating production, research, communication and problem solving. We will make every effort to protect students from any misuses or abuses as a result of their experiences with this service.

The school's technology resources, for this policy, are defined as Internet access, the school's internal network, the computers, and the related peripheral computer equipment.

All students and parents/guardians should read this policy carefully. The terms wherein are applicable to all students of Ruamrudee International School.

#### **Terms and Conditions for Student Internet Use**

Students who violate the following terms and conditions may lose access to the Internet, the school network and the school's computers.

##### **1. Acceptable Use**

- Access to the school's technology resources will be allowed only for students currently registered at this school and it is to be used solely as part of the educational objectives of the school.
- When using the school's network or computing resources, students must follow the rules for that particular location.
- When in doubt, a student must ask his/her teacher before going ahead. If students use their Internet access for

anything other than acceptable use, they may lose their access to the school's technology resources.

## **2. Unacceptable Use**

Students may not send or receive anything that violates the Ruamrudee International School Technology Code of Conduct, Policy Handbook, Parent/Student Handbook or the laws of Thailand.

### **This includes but is not limited to:**

- Violations of copyrighted material
- Threatening material or messages
- Harassing material or messages
- Material or messages containing personal information such as names, phone numbers, or addresses
- Obscene or pornographic material or messages
- Sexist, racist, or inflammatory material or messages
- Advertising items for sale (or any commercial use)
- Harming the reputation of RIS, or any of its community members, through the use of technology on or off campus.
- Engaging in bullying or intimidation of any RIS community members, through the use of technology on or off campus

When in doubt, a student must ask his/her teacher before going ahead. Any student who demonstrates such "unacceptable use" may lose privileges to the school's technology resources.

## **3. Access to the RIS Technology Resources is a privilege, not a right**

The technology staff or classroom teacher may take away a student's privileges to the school's technology resources at any time.

## **4. Limits on Internet services**

Because access to the Internet provides connections to other computer systems located all over the world, students and parents must understand that neither the RIS Technology Committee, nor any member of the RIS administration, faculty or staff controls the contents of the information on those other systems. Some of the information available is controversial and may sometimes be offensive to some individuals. Ruamrudee International School does not condone the use of such materials.

- Neither the RIS Technology committee, nor any member of the RIS administration, faculty or staff makes any guarantee, either expressed or implied, for the Internet service being provided.
- Neither the RIS Technology committee, nor any member of the RIS administration, faculty or staff will be responsible for any damages that students suffer. This includes, but is not limited to the loss of data or service interruptions for any reason.

Use of any information found on the Internet is at the student's own risk.

## **5. Security Responsibilities**

Security on the Internet is a high priority.

- Students must never send material or messages containing personal information such as names, phone numbers, or addresses. If any Internet correspondent asks to meet a student in person or offers a student gifts or money, it must be reported at once to his/her teacher.
- If a student identifies a possible security problem, he/she must notify the classroom teacher at once.
- Students must never demonstrate a security problem to others.
- The school reserves the right to look at all e-mail and files. Messages and information involving breaks in the school rules or code of conduct or crimes will be reported to the proper authorities.

Students who violate security responsibilities may lose access to the Internet, the school network and the school's computers.

## **6. Vandalism**

- Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. Disrupting the use of the network by others in any way is also vandalism.
- Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses, hacking, or purposefully altering the hardware or software configuration of a computer so that the computer does not function as intended.

If students commit vandalism, they may lose access to the school's technology resources, face school disciplinary action, and be reported to the police.

## **7. Network Etiquette**

When you use the Internet, the school network, and email, you must follow the generally accepted rules of network etiquette.

These rules include, but are not limited to, the following:

- Always be polite. Never send, or encourage others to send, abusive messages.
- Remember that you are a representative of Ruamrudee International School. Never swear, use vulgarities, or use any other inappropriate language.
- Cite references for any facts you present. Using copyrighted information without proper references is illegal.
- E-mail is never private. The recipient of your message can easily send it on. Don't send e-mail that you wouldn't want the whole world to see.
- Remember that there are appropriate and inappropriate sites on the Internet and you should not access inappropriate sites. Not all people on the Internet are who they appear to be.
- Do not give out personal information over the Internet.
- Remember that files created by others are the sole possession of those people.
- Never access other people's network folders.

## **8. RIS Technology Code of Conduct**

All computer users agree to:

1. be ethical and courteous and not send hateful, harassing, obscene, discriminatory, or other inappropriate messages, and images.
2. respect the files and data of other users and not change or copy files/data of others without their permission.
3. treat anything created by others (information, graphics, music, sounds, projects, etc.) as their private property and respect copyrights.
4. use the school network in a way that does not disrupt its use for others.
5. not develop or distribute programs that invade other computers, computer systems, or networks and not hack the system.
6. not destroy, change, or misuse the hardware or software in any way.
7. use the Internet for educational purposes.
8. respect and protect the privacy of all users. Do not use anyone else 's user name password, etc.