Si Ri Panya International School

Primary School - Acceptable Usage Policy (AUP)

The aim of this Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

General
- Internet sessions will always be supervised by a teacher.
- The school will access and monitor student emails and internet usage if we have concerns
- Uploading/downloading and installation of non-approved software will not be permitted.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline

World Wide Web
- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will use the Internet for educational purposes only during class time. During Goldentime, they may be allowed to use the Internet for entertainment purposes. However, all websites will be vetted by the class teacher.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Downloading materials or images which are not relevant to their studies is in direct breach of the school's AUP.

Email / Google Drive
- Note: students in Primary Year 5 & Year 6 will be issued with a school email account and Drive but it has inbuilt restrictions that only permit emails to be sent or received from email addresses ending in siripanya.com. This allows students to send and receive emails from their teacher or other students but not external sources.
- Each secondary student will be issued with a school email account. The email address and drive is to be used for educational purposes only.
- The email address provided by the school to each student is the property of Si Ri Panya. All content will be monitored by staff at the school.

- If a child receives any inappropriate emails, they should inform the class teacher and a parent/guardian.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers, pictures or passwords.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Social Media

Social media applications include, but are not limited to: Scribd, Class Dojo, Facebook, Wordpress, Twitter, YouTube, GoNoodle, Duckster, SnapChat, Instagram etc

- Students will not register for social media sites using false information to bypass minimum age requirements.
- Parents and guardians are encouraged to regularly check their child's online activity / digital footprint. Parents are encouraged to check social media apps on mobile phones and electronic devices to ensure they are aware of their child's online interaction with others.
- Do not "tag" photographs or any other content which would identify any children or staff in the school.
- Ensure that online messages and comments to the school are respectful.
- Do not add advertisements to our wall.
- Avoid any negative conversations about children, staff or parents on social media accounts.
- Anti Bullying Policy in relation to social media;
    - Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.
    - However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour
- Do not request to "friend" a member of staff in the school. The staff would like to keep their personal lives personal and it may be awkward to ignore or delete a request.
- Failure to keep the above rules will result in a permanent ban to our social media accounts.

Mobile Phones / Electronic Devices

The school acknowledges the usefulness and practicality of mobile phones / electronic devices and recognises their potential as an educational resource. Many features on mobile phones / electronic devices such as a calendar, calculator, converter, voice recorder, stopwatch, image editor, camera, video recording or even alarms are very useful and may be used under the direction of the class teacher.

- Students' personal devices, unless authorised by a teacher, are not to be used on school premises. Each student must ensure all his devices are SWITCHED OFF in school. Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'.

- The unauthorized taking of images, video or audio is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorisation is in direct breach of the school's AUP.

<u>SANCTIONS</u>

Misuse of ICT and internet resources may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension. The school also reserves the right to report any illegal activities to the appropriate authorities.

<u>Student</u>
Yes, I have read, understood and agree to follow the school's Acceptable Usage Policy.

<u>Parent or guardian</u>
Yes, I have read, understood and agree to the school's Acceptable Use Policy (AUP) for my child. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.