



Technology Acceptable Use Policy

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Overview

Start-Rite Schools provides ICT facilities (including internet access) and educational resources to staff for educational purposes, research and to enhance student learning. Students also have access to ICT facilities, educational resources and at specific times, the internet under supervision of staff.

This policy outlines for students and staff of Start-Rite Schools, acceptable use of these facilities/resources which include but is not limited to computers, printers, projectors, scanners, multimedia equipment (and other electronics), books (in classrooms, staff rooms, laboratories and the library) and other educational resources.

Aims

Start-Rite Schools' Technology Acceptable Use Policy is designed to:

- guide students and staff on acceptable use of ICT facilities (including internet access) and educational resources;
- ensure that students and staff will be responsible users and stay safe while using the internet and other communications technologies for educational, recreational or personal use;
- safeguard the school from inappropriate use of ICT facilities (including internet access) and educational resources; and
- put in place, a line of action to follow should in case anyone is in breach of this policy.

Statement of Acceptable Use (for Start-Rite Students)

- Adequate care must be taken in handling of ICT facilities, electronics, books, and other educational resources.
- Students will only use computer systems and the internet for those activities which they have been given permission to and under supervision of staff.
- Students must not plagiarise. Guidelines on how to cite publications and make references will be provided by staff.
- No personal device (including phones, tablets, I-pad, laptops) will be brought to and used in school without consent of parents/guardians.
- No personal USB stick should be used on any of the systems in the school without first be scanned for viruses by supervising staff.
- Under no circumstances should students attempt to look up, view, upload or download any content or material that is age-inappropriate.
- Only appropriate words and images will be used, viewed or heard at Start-Rite. Any material appropriate to show to a grandparent, parent, principal or a child is a good sign of appropriateness. If inappropriate materials are viewed or received, it is the responsibility of the recipient to inform an adult. Students will immediately report to staff if they encounter undesired material in using the Internet.
- During Skype Meetings or Google Hangouts, students will have the opportunity to communicate with fellow students of partner schools (local or international) based on an agreed topic of discussion. In doing this, they must be kind enough to remember that the rights and feelings of others are to be respected at all times.



Statement of Technology Acceptable Use (for Start-Rite Staff)

- Adequate care must be taken in handling of ICT facilities, electronics, books, and other educational resources.
- Food, snacks and any form of liquid should not be placed anywhere near the system unit, monitor, keyboard or mouse. Staff will be held responsible for damage to any of the items if careless behaviour is established.
- Due to effect of dust on computers, work area must be kept organised and dust free at all times.
- Adhere to instructions on font type, size and line spacing to be used for documents. Take some time to proof-read before printing. Every form of waste (paper/ink) must be avoided.
- Be sure to scan USB devices with installed Internet Security solution before use on the system. Do not attempt skipping device scan.
- Paper jams are inevitable. Do not be in a hurry to pull paper out as rollers/pins are likely to be damaged. In case of a paper jam, pull paper out carefully (very slowly). Contact the IT Department for help if need be.
- Projectors MUST be turned off when not in use. Turn off first with remote control, then allow for at least 15 minutes before turning off from power source.
- In the event of power fluctuations, properly shut down computer and projector until power is confirmed stable.
- In transferring VGA/HDMI cables from PC to Laptops, adequate care must be taken not to bend the frame or any of the connecting pins. The class teacher is responsible for the VGA/HDMI cable. Where damage occurs, staff will be responsible for replacement.
- Streaming of videos (Youtube), accessing social media and shopping sites between 7.30 a.m. and 3.30 p.m. is NOT allowed. Needed educational or recreational videos for students (if available on Youtube) should be acquired prior to the class when it is needed.
- Do not download/install applications and fonts without permission from the IT Department. There will be routine checks on system activities.
- Spammers and hackers have devised a means to look legitimate. Staff must not click links or attempt to download attachment(s) from unsolicited (unexpected) email even if it seems to come from a known source. Contact must be made with the person whose name has appeared as the sender for verification.
- Do not attempt accessing a colleague's computer or email without permission.
- Never use school internet for personal financial gain, gambling, political purposes or advertising.
- Never use the network to access or spread inappropriate materials such as pornographic, racist or offensive text and images.
- Respect authors/publishers of copyrighted materials. It is important to acknowledge the source of the Internet material you have cited or copied in your work.
- Never reveal your personal details via the Internet, including name, address, and phone number or bank account details.
- Do NOT forget to turn off switches, fans, television sets, and air conditioners when necessary and after close of work before leaving the class/office.



- Ensure computer systems are properly shut down before turning off switch to avoid system crashing.
- Be sure to backup relevant files (MS-Word, Excel, PowerPoint, PDF not video and music files) in Google drive. Check with the IT Department for synchronisation of files with cloud storage account if need be.
- Every other resource including but not limited to all types of paper, cartridges, masking tapes, glue, etc must be judiciously used. Avoid every form of waste.
- Promptly report theft or loss of any of the items as referred to in this document.
- All activities that threaten the integrity of the school ICT systems or attack or corrupt other systems are forbidden.
- From time to time, the IT Department, during maintenance or routine checks, may monitor/inspect equipment, systems or network traffic at any time.
- The computer systems are owned by the school and are made available for enhancing student learning as well as professional activities which include teaching, research, administration and management. The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.
- Deliberate violation of any of these statements will attract disciplinary action, up to and including termination of appointment.

Policy Enforcement and Sanctions

1. All members of Start-Rite community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, confiscation of computer, loss of network access privileges, disciplinary action, suspension or expulsion (for students) and dismissal or termination from the school (for staff). Some violations may constitute criminal offenses as defined by local, state and federal laws, and the school may initiate or assist in the prosecution of any such violations to the full extent of the law.
2. Any suspected violation of this policy should be reported immediately to the Principal and IT Manager, as well as to the Vice-Principal (if the suspected violator is a student of the Secondary School), the Head of Academics (if the suspected violator is a student of the Primary School, or the Head of Admin/Human Resources (if the suspected violator is a staff member).

Please note that this policy is geared towards protecting students, staff and the organisation from illegal or damaging actions by individuals, either knowingly or unknowingly. Start-Rite Schools maintains an established culture of openness, trust and integrity. It is therefore important not to consider this as unnecessary restrictions. Feel free to contact the management for queries or questions regarding this policy.

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