مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

# Acceptable Use Policy-Students

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Approved by: Ms. Asma Gilani, Principal & CEO

In order for students at Our Own English High School, Sharjah (Girls) to use the school's technology resources, they must follow the guidelines set forth in this Acceptable Use Policy (AUP). The rules detailed in this agreement are not all inclusive, and OOS reserves the right to change this agreement when necessary. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By signing the attached Acceptable Use Agreement, users acknowledge their understanding of the Acceptable Use Policy as a condition of using OOS's technology resources and Internet access.

OOS actively encourages the appropriate use of technology and provides resources/ services to promote educational excellence. Access to the school's resources, network, and the Internet should be considered a privilege, not a right and can be suspended immediately without notice. Users are reminded that access is available only for educational purposes.

OOS's technology resources are to be used in accordance with this AUP and all users are required to comply with its regulations. Non-compliance will result in disciplinary action. The school may restrict, suspend, or terminate any user's access to the school's resources upon violation of the AUP. This policy applies to all technology at OOS, not only the computers and equipment provided in the school's IT labs, but also the personal devices students bring to school in accordance with the school's BYOD initiative and also the resources provided through Virtual learning platform.

**User Rights & Responsibilities:**

Students can expect a 21st century learning environment at OOS where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. IT resources are intended for educational use and to promote educational excellence. Students can also expect access to appropriate devices and network services that support the educational mission of the school. Finally, students have a right to feel safe while using the school's resources and network.

The expectations below are intended to help students understand their responsibilities as technology users at OOS.

**Expectation 1 — Appropriate Use of the Network Resources**

- Internet access is available to all students and staff at OOS. We believe these communication links offer vast, diverse and unique resources to both students and staff.
- Students are expected to access only classroom-related sites and applications during class time.
- All members of the OOS community will respect the values and ethics of the UAE. Users will not access or post inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to, plagiarism, pornography, hate mail, cyber-bullying, chain letters, unauthorized access (hacking), and email messages that initiate false alarms, etc.
- The school will use available monitoring and blocking software to filter objectionable materials on the Internet.

- It is the user's responsibility to keep all inappropriate materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school's technology.
- Activities that degrade the performance of the network are strictly prohibited and will result in suspension of network privileges. Such activities include, but are not limited to, peer-to-peer file sharing, downloading software, video or audio files.
- E-mail is allowed during school hours only in connection with a classroom assignment.
- Group or individual pictures of students with student name are permitted with parental approval.

**Expectation 2 — Maintain Integrity and Lawfulness**

- Students will not plagiarize material found on the Internet.
- Users are responsible for adhering to the laws for copyrighted materials under United Arab Emirates and international guidelines.
- All software installed on personal technology is expected to adhere to UAE copyright laws (e.g., no pirated software).
- The only software, other than students' projects, to be used on the school's computers are those for which the school owns a valid license or has been approved from an open-source solution.
- Licensed/copyrighted software is not available for borrowing and may only be used at other sites with the approval of the School IT Engineer. Any attempts to circumvent the licensing control or the copying of software from the network without the IT Engineer's permission is prohibited.
- Saving to a school computer's hard disk drive is granted only by permission of the teacher in charge (for students) or the IT Engineer .
- School-related files are the only files to be saved in a student's personal folder.
- Students should not store commercial software, music, and/or games or hidden files on the OOS server.

**Expectation 3 — Respect and Maintain the School's and your Property and Data**

- Student-owned technology used at school is expected to be in good working condition with only properly licensed software installed, and sufficient battery life to operate when required in classrooms.
- Faculty and staff may check devices at any time to verify ownership.
- Any malicious attempt to harm or destroy data, the network, and other network components connected to the network hardware or software will result in cancellation of network privileges.
- Software, hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to install software, relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school's technology department.
- Report equipment problems immediately to the teacher in charge.
- Keep work areas neat and clean and free from food and drink.
- Borrowing of school hardware is not permitted unless email authorization has been given from the IT department. If a person checks-out or borrows any IT equipment, they are responsible for replacing it or repairing it if it is lost or damaged.

**Expectation 4 — Respect for other Users, including Privacy and Property**

- Students will be held accountable for Cyber-Bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at OOS.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable
- Each user shall respect others' work, files, passwords and property (hardware and software).
- Users shall not misrepresent themselves, others or OOS in communications and/or online posts.
- Users should respect the rights of others using the school technology resources by:
  using assigned workstations, if required by teacher; always logging off workstations; never attempting to disrupt network performance or interfering with the work of another user; and leaving equipment and room in a good condition for the next user/class.

**Expectation 5 — Respect for Security**

- Accounts on the systems at OOS are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes.
- Use only your account/password (Note: It is a violation to give access to your password to any other user);
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of OOS's electronic network.
- Users will not attempt to access websites blocked by school policy, including the use of proxy services, software, or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

**Expectation 6 — Expect Monitored Use**

- Understand that communication systems and use of OOS's networks should not be considered confidential and may be monitored by the School at any time to ensure reliability, integrity, security and appropriate use. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of OOS's electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.
- Students' right to free speech applies to communication on the Internet. OOS's electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

**Expectation 7 — Personal Equipment**

- All users must follow all policies even while using their own personal equipment.
- Watching DVD's, movies, TV shows, etc. while at school is prohibited unless the media has been checked-out from the school library or has been provided by the school's streaming server.

- Private networks are prohibited within the school network unless users get permission from the IT department.
- Playing commercial/online games is not permitted.

**Expectation 8- Microsoft Teams**

- Microsoft Teams is the school's Virtual Learning Environment (VLE) and collaboration platform. It provides a secure, school-managed space for accessing lesson materials, assignments, learning resources and teacher communications.
- Use of Microsoft Teams should only be in accordance with the following guidelines:
    - Microsoft Teams is provided for use by OOS students and staff only through their authenticated school accounts.
    - Keep your login details private. Never share your password, and do not attempt to access Teams using another user's account.
    - Use Teams responsibly and for learning purposes only. Report any inappropriate content, messages or technical concerns to your class teacher.

**Consequences for Violating Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which may include but is not limited to:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of resources privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The school administrators shall determine the particular consequences for violations of this policy. The superintendent or designee shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

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# ACCEPTANCE OF RESPONSIBILITY AND ACCEPTABLE USE AGREEMENT FORM

Student Name: Admission No: Class & Section :

I, _____parent/guardian of_____ understand that my ward named above has read and accepts the school's Acceptable Use Policy (for students)- AUP.

I have verified that my ward is aware that all the aspects of the OOS's Acceptable Use Policy (for students) applies to the use of school resources and care of her personal device(s) while on OOS property or while involved in any OOS-sponsored event or activity.
I understand that my ward named above will be permitted to use her personally owned device, subject to the conditions in AUP document. I also agree to let my child access network resources available at OOS, again subject to the conditions of this document.

I understand that OOS is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home as a result of participation in any school events. I understand that OOS faculty will be unable to store, support, or troubleshoot student-owned devices. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

OOS uses technological measures such as filtering to promote Internet safety. Filtering limits students' ability to access harmful Internet sites from any device connected to the OOS network, but only when this equipment is used in school on the OOS network. Access through mobile networks does not provide the same measures of filtering. Students should only use the OOS network (not private mobile service) for Internet access while on OOS's campus.

I understand that the purpose of allowing my ward to use his/her own device is to participate in teacher-approved activities in support of the curriculum. Use of devices for non-instructional activities, unrelated to OOS's educational program is prohibited during the school day.

Student use of the school network is monitored. At home, parents and/or guardians assume responsibility for their child's responsible use of devices, just as they exercise responsibility for other information sources such as desktop computers, television, telephones, movies, radio and all other media.

_____ _____
*(Parent or guardian signature)* *(Date)*

**Student Acceptance:**

I agree to adhere to the following policies while at OOS.

- Social Media Acceptable Use policy
- Cyberbullying policy
- Bring Your Own Device policy
- Online Safety policy

I will utilize my device(s)/school resources for instructional purposes only.

_____ _____ _____
*(Student signature)* *(Date)* *(Class and section)*