

Acceptable Use Policy for Students

ACCEPTABLE USE POLICY FOR STUDENTS

Scholars Indian school expects all the students to follow the following instructions for the secured and effective learning in and out the school.

AUP for all age groups

CYCLE 1 (KINTERGARTTEN)

- Access to Orison School portal which is protected by password.
- Credentials of each student are safe and secured and are monitored under parental guidance.
- The student uses only their assigned area, name and password.
- Uses of internet games are not allowed.

CYCLE 2 (Grade 1-4)

- Attempts to obtain access to restricted sites, servers and files are prohibited.
- Unauthorized access to other systems from school devises
- Use of school website to communicate personal addresses, phone numbers are not allowed.

CYLCE 3 (Grade 5-8)

- Use of school internet for commercial purposes, product advertisement is prohibited.
- Vandalism is not allowed. (uploading, downloading, creation of computer viruses unauthorized access to network, deleting, disconnecting components)
- Harassment, bullying (verbal physical is not acceptable)

CYCLE 4 (Grade 9-12)

- Transmission of any materials in violation of any law is prohibited (copyright material, threatening or obscene material)
- Use of social forums must be related to educational research.
- Use of audio broadcast or video streaming unrelated to class curriculum is not allowed.

Privileges: Network is a right; inappropriate use will result in a loss of network privileges.

Netiquettes: Students are expected to abide by the rules.

Services: School will not be responsible for any damages an individual suffers while on service. (Loss of data from delays, non- deliveries, interruptions caused by negligence etc)

Security: If a student identifies a security problem, it must be notified to school personnel immediately.

Acceptable Use (Privacy and Safety)

Limited personal use: Students may use Apps for personal projects but may not use for,

- Unlawful activities
- Threatening
- Misrepresentation of staff, student's safety

Students are responsible for the use of their individual accounts and prevent others using their account.

Access restrictions: The school has the right to suspend any user account suspected of inappropriate use.

ACCEPTABLE USE AGREEMENT (KG TO GRADE 4)

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
2. I will use the Internet only with my teacher's permission.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without my teacher's permission.
6. I will not play games that a teacher has not approved.
7. I will be polite and considerate when I use the computer; I will not use it to annoy, be mean to, frighten, threaten, tease, bully, or poke fun at anyone; I will not use swear words or any other rude language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion.
9. I will not damage the computer or anyone else's work.
10. I will not take credit for another people's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher.
12. I will not block or interfere with school or school system communications.
13. My teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
14. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will consequences in school.

Student's Name: _____

School: _____

Grade: _____ Student's Signature: _____

Date: _____

Parents: I have read and discussed with my child the Acceptable Use Agreement, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although students are supervised using computers, and their use is electronically monitored, I am aware of the possibility that my child may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent's Name: _____

Parent's Signature: _____

Date: _____

ACCEPTABLE USE AGREEMENT (GRADE 5 TO 8)

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not damage the computer or anyone else's work.
10. I will not break copyright rules or take credit for anyone else's work.
11. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
12. I will not block or interfere with school or school system communications.
13. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.
14. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education, and if I break the rules there will be consequences in school.

Student's Name: _____

School: _____

Grade: _____ Student's Signature: _____

Date: _____

Parents: I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Parent's Name: _____

Parent's Signature: _____

Date: _____

ACCEPTABLE USE AGREEMENT (GRADE 9 TO 12)

1. I will use the electronic resources, including storage space, only for educational purposes related to work in schools, and not for any personal, commercial or illegal purposes.
2. I will use the Internet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of the Schools and are used for school-related purposes by students, their parents and staff.
10. I will not imply, directly or indirectly, either publicly or privately that any program or "app" I create is associated with, or a product of, the School, nor will I either directly or indirectly associate any such program with any School logos or images.
11. I will report any problems to the supervising staff member.
12. I understand that my use of the school system's computers is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
13. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.

I understand that school allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

14. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property and that rule 11 above applies to my use of my device off school property.
15. I will not take photos or record video of any student, teacher or administrator unless I have that individual's express permission to do so.
16. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.

17. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
18. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured in a locked locker.

Print Student's Name: _____

School: _____

Grade: _____ Student's Signature: _____

Date: _____

Parents: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: _____

Parent's Signature: _____

Date: _____

Student E-mail Guidelines

Scholars Indian School provides electronic resources for students in grades KG-12, including Outlook accounts to be used to access the academic resources, which is an integral part of the curriculum. The school's expectations for behavior and language in the use of these Outlook accounts must be consistent with classroom standards. The guidelines listed below are intended to govern the use of school-provided Outlook account and Orison whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

Proper Use of School-provided Outlook.

Students should use their E-mail accounts to communicate with their classmates, teachers, or other school community members about school related topics only.

While students can E-mail teachers, they should not expect teachers to provide private tutoring through E-mail.

Students should not ask for or respond to E-mails requesting personal information not related to a school project.

- Parents should not use their children's accounts as a way of communicating to their children's classmates, teachers, or other members of the school community.

Account Capabilities.

All accounts will be accessible from both inside and outside the school network. All accounts will be password protected.

It is the student's responsibility to maintain the personal account and password. It is also the student's responsibility to update the forwarding address if they change their personal account provider. Once a student forwards Email from their district account, the District is no longer responsible or liable for misuse of information, loss of confidentiality, or loss of information.

As the owner of the computer systems, the school reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations. The Superintendent reserves the right to terminate any individual's use of the District's computer systems. Misuse of the computer systems resulting in violations of these guidelines will be treated in accordance with existing procedures, and the Board's policy regarding Exclusion of Students.

Student Responsibilities.

Students are entirely responsible for the confidentiality of their E-mail accounts, passwords, personal information, and for any activities that occur in the use of their accounts.

Students should have no expectation of privacy when using school-provided E-mail accounts.

- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her school-provided E-mail account.

The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate E-mails from school employees. Most importantly, the school urges any student who receives any harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately.

It is the school's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events! While E-mailing, students are responsible for following all parts of the school Acceptable Use Agreement.

Parents: I have read and discussed with my son or daughter this document, and I give permission for him or her to use the School E-mail system. I understand that E-mail access is conditional upon adherence to the Acceptable Use Agreement. Although students are supervised when using these resources in school, and their use is electronically monitored, I am aware of the possibility that my

son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Student's Name: _____

Student's Signature: _____

Date: _____ Parent's Name: _____

Parent's Signature: _____

Date: _____

