



# WAT responsible use of IT Policy

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## RESPONSIBLE USE of IT POLICY

At WAT, students are required to bring their own device (i.e. laptop, tablet) to enhance their learning, promote collaboration between students, and facilitate the creation and sharing of knowledge locally and globally. In order to promote responsible digital citizenship and use of information technology (IT), students are expected to understand and respect the following rules and guidelines. The student and parent/guardian must sign the Responsible Use of IT Agreement to access the school Wifi and use their device on the school network.

### • Being a Responsible User

Use of IT at WAT is focused on educational purposes. Being a good digital citizen and responsible member of the WAT community means that students come to school prepared to learn with a fully charged battery, charging cable and personal data storage device. Responsible citizenship means practicing good ethical behaviour, whether online or offline. Students are encouraged to model good online citizenship by ensuring their actions and choices do not disrupt the learning environment for themselves or others, in and out of the classroom, on campus or at home.

#### Good Digital Citizenship

Students are expected to bring their laptop/tablet to school each day:

- in operating condition
- with sufficient storage available for school use
- with the battery fully charged

Students are expected to take careful steps to protect their laptop/tablet from damage or theft by:

- carrying it only when the lid is closed
- using a laptop/tablet carrying case when moving between classes
- drinking beverages elsewhere while using the device.

When not in use, the device must be securely locked in the student's locker or other locked storage area, or kept within sight. It must never be left unattended in open areas, even for a few minutes.

It is the student's responsibility to:

- keep up to date with all updates for software
- maintain their device
- back-up their documents and files
- follow teachers' instructions for folders/file names

On campus, the devices will be used:

- to complete work in designated study areas
- with pre-installed or online programs that are directly connected to school-related activities

#### Poor Digital Citizenship

On campus, devices are NOT to be used for recreational games or non-academic access to social networking sites or other activities that disrupt studies, peers or the class.

Students are NOT to:

- view or install inappropriate content
- try to bypass network security measures
- attempt to use, hack or modify other student accounts
- share or use others' accounts or passwords, (i.e. sending messages from someone else's account)
- attempt to consult, hack or modify official school files or accounts
- engage in any illegal activities, including possessing or sharing pirated software or applications
- publish/post pictures associated with a name or tag
- ignore intellectual property rules and copyright laws
- use peer-to-peer file-sharing software
- hack and install malicious software on any device (including their own)
- use impersonation, anonymity or pseudonyms
- use obscene, unwelcome, sexually explicit, violent, rude, inflammatory, threatening or disrespectful language by public and private email messages; file names or content; or material posted on Web pages
- plagiarize work sourced on the Internet/Network
- access social networking sites i.e. gaming, Facebook, Instagram, or any streaming media sites so as to cause network problems
- download or stream excessive amounts of media, except for academic purposes after first obtaining permission from the teacher.



## • Protecting Your Identity & Personal Information

Safeguarding your personal information is extremely important. Once information is posted on the Internet, it can be accessed by anyone and is likely that it will remain indefinitely. Personal information extends beyond name, mobile number, address, birthdate and student or government ID numbers to include usernames and passwords as well.

As such, it is important that students treat their own and others' personal information with great care. Students are held responsible for any misuse should they share their school email account, username, password or social media account with anyone. Personal information should always be kept private. When posting photographs online, students are to ensure that a specific name cannot be associated with a specific person in the photo.

## • Sharing Work Online

Students will be sharing their work in a variety of online spaces and are expected to act safely by keeping personal information private. When they share their work online, they are expected to treat those spaces as classroom spaces. Language or images that are inappropriate for class are not appropriate online. Because students will be sharing their work with real audiences, they may receive feedback that is inappropriate for academic purposes. Regardless of the nature of the feedback, students should respond ethically and responsibly (or not at all).

## • Smartphones

PYP and Early Years students are not permitted to bring/use a Smartphone/mobile/cell or any other device that transmits/receives to school. Said devices will be confiscated by the teacher.

Only MYP, DP and AP students are allowed to bring a Smartphone/mobile/cell phone onto the school campus.

DP-AP students may use their Smartphone/mobile/cell phone during the school day in the Bistro or their Lounge.

For MYP students, the Smartphone/mobile/cell phone must be kept in the student's backpack with the ringer turned off until the end of the school day. It may not be kept in a pocket, hand or other location where it is easily accessible to the student or visible to teachers or other students. Teachers have a responsibility to immediately confiscate any Smartphone/mobile/cell phone from a student if it is out of the student's backpack and visible during school hours.

Smartphones may be used in class only when the class teacher gives permission for a specific academic purpose, and in a way, which does not disturb others' learning. Smartphones may be used for a variety of reasons in class, such as:

- Setting up a hotspot to make up for lack of internet
- Taking photographs
- Filming
- Recording one's own voice
- Accessing a specific App

Smartphones/mobiles/cell phones are NOT to be utilized to communicate with parents or others within or outside of school. Parents are to call the Information Desk if they need to contact their student during school hours. Parents are NOT to call or text their student, as this is a distraction to the learning environment, teacher and other students.

## • Consequences:

- Teachers are required to immediately confiscate any Smartphone/mobile/cell phone that is outside the student's backpack and/or visible. The student can claim the device from the Homeroom Tutor at the end of the school day after all classes finish. It will not be returned during school hours.
- The student will be required to give the Smartphone/mobile/cell phone to their Homeroom Tutor each morning before classes and pick it up after all classes end for a period of one week for the first offence.
- For a second or subsequent offence, the period of relinquishing the device each day will double.
- Students who plan to leave school early, during this period of relinquishing the device, would be advised to leave their device at home, as it will not be returned until the end of the school day after all classes finish.



## • Shared Computers

Desktop computers are available for general student use in the library. Students are responsible for the safekeeping of their own data files and should use an individual personal storage device. No programs may be downloaded and no files may be stored on library computers as these shared devices are regularly erased without notice as part of an on-going maintenance routine. WAT takes no responsibility for files lost that have been stored on shared computers.

## • Monitored Use

While student use of the school network is monitored on a regular basis, when concerns arise that a device is being used inappropriately, teachers or IT staff will monitor the specific student's use on the school network. WAT reserves the right to inspect any student's personal device, school email account and/or social media posts, and to carry out appropriate disciplinary action in cases involving student misconduct. WAT does not take responsibility for students' social media posts, emails or information transmitted to a third party by a student, nor does it take responsibility for any repercussions that may occur from said actions (i.e. posting photos on a social networking website).

## • School Email

The following guidelines should be followed when writing emails to teachers or schoolmates.

- A teacher's email address follows this model: `firstname.surname@wat.al`.
- Students should save their teachers' school email addresses only in their contact list.
- WAT students are expected to always use only their school email address to contact teachers and to check their school email account for messages from fellow students, teachers and administration on a daily basis; "I didn't check my email" is not a valid excuse for missing an important message from the school.
- Students are expected to use their school email account responsibly. Using the school email account to bully, intimidate, threaten or harm others is a serious offence.
- The Subject line of an email is intended to be brief and an accurate indication of the content of the email.
- Students are to only send emails to the recipients who need to know the information in the email and not forward emails received from others to third parties without copying the original sender; i.e. if you need to email one student, you do not email all students. Emails to large groups and "reply all" will rarely be used.
- Speak to a person directly about matters that are important, time sensitive, or require extensive discussion.
- Consider the tone of your email by avoiding use of CAPITAL letters, Bold or italics. The recipient cannot see your facial expression or hear your voice. Consider how an email will be perceived by the person receiving it? If you are angry, frustrated, hostile or unhappy, don't hit send until you calm down!
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- Students are not allowed to:
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- knowingly or recklessly email false or defamatory information about another person or an organization
- harass another person by persistently acting in a manner that another person finds distressing or annoying
- forward an email that was sent to them privately without permission of the sender of the original message
- use their school email account to send messages that are critical of the school, teachers, staff, students or anyone associated with the school
- email personal contact information about other people without obtaining prior consent (i.e. address, cell number, birthdate, email address, parent's work or position, bank information, etc.)
- access their email account during class without first receiving the teacher's permission.

Sources:

*Yokohama International School, Responsible Use Policy, 2015*

*The International School of Azerbaijan, Acceptable Use Policy, 2015*





## Responsible Use of IT Agreement

Parents and students should print and return this document signed

**As part of my learning experiences at WAT, I will be using my School email account, the internet, Wifi, the school's information management system, ManageBac, and other information technology (IT) to gather knowledge, learn collaboratively and share my work online.**

- I understand and agree to comply with the terms and conditions of the WAT Responsible Use of IT Policy.
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- I understand that violations of the WAT Responsible Use of IT Policy and this Responsible Use Agreement will be subject to WAT disciplinary processes and procedures.
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- I am aware that these rules and guidelines apply to any IT device or email account that I may use at WAT.
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- I will follow the advice, instructions and rules that are set by my teachers with respect to responsibly using any IT equipment and not allow technology to disrupt my studies or classes.

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Student (Print Full Name)

Student Signature

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Parent or Guardian (Print Full Name)

Parent or Guardian Signature

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Date

Grade

