



ISL Technology Acceptable Use Policy

Computer systems and Internet access are provided for students and staff to enhance instruction, research, and functions that support the mission of the school. By facilitating resource sharing, collaboration, and communication, our goal is to enrich the education offered to our students and promote educational innovation and excellence. While accessing these important resources, the students may encounter inappropriate material that may not have any educational value or may be in conflict with the school's values. Although we have taken available measures to restrict access to questionable materials, it is impossible to control access to all such materials. The following guidelines are provided to educate the students in the proper and responsible use of computer resources. Please read the terms and conditions carefully and make sure you understand their significance.

1. **Acceptable Use:** Computer systems and Internet access are available to students and staff for educational and professional purposes. Examples of acceptable uses include, but are not limited to:

- Researching curriculum topics
- Completing assignments or collaborating with other students as directed by school staff
- Keeping informed of current news and events
- Obtaining copyrighted material in accordance with copyright laws and with proper acknowledgement given to the sources
- Publishing educationally related information

2. **Unacceptable Use:** Examples of unacceptable uses of technology while at school include, but are not limited to:

- Transmitting or publishing personal information such as name, address, telephone number, parents' work address/telephone number or the personal information of other students and staff members without permission
- Using the system for commercial or political use that is unrelated to educational purposes.
- Doing anything illegal or unethical that violates any US or state law
- Installing or downloading software on a school computer without permission
- Transmitting harmful, threatening, obscene, disruptive, and sexually explicit material
- Using technology to offend, intimidate or harass fellow students, staff or members of the community
- Using Google Education apps (such as Google Classroom) for non-educational purposes (such as opening personal classrooms or chat groups)
- Engaging in any illegal activity or religiously prohibited activities
- Playing online games over the Internet, using chat or participating in chat rooms, unless it is part of a school-authorized project and under the direct supervision of a teacher
- Using ideas or writings from another person without giving due credit (plagiarism)
- Violating copyright laws
- Reading or altering other users' email, accounts or files without permission
- Attempting to obtain unauthorized access to restricted sites, servers, files, or databases.
- Using outside (personal) email accounts to avoid school account limitations



- Record others without their consent

Violations of any of the above may result in major or severe disciplinary actions such as suspension or expulsion from school. **ISL email accounts are not private, and may be viewed by the ISL administration or someone appointed by them, to ensure that all guidelines are followed.**

3. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Use appropriate language and be polite. Do not swear, use vulgarities or any other inappropriate language
- Be considerate. Do not use the network to disrupt its use for others, e.g. downloading huge files during prime time

4. **No Warranty:** The school will not be responsible for any damages incurred while using the computer systems and the Internet. These damages include loss of data resulting from delays, service interruptions or system malfunctions. Use of any information obtained via the Internet is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through online sources.

5. **Vandalism:** Vandalism is not permitted and will result in strict disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data, software and/or hardware. This also includes uploading, downloading or creation of computer viruses and installing or downloading unauthorized software or files. Students and parents are financially responsible for any damage resulting from improper use.

6. **Privileges:** The use of the computer resources at the school is a privilege, not a right, and irresponsible, unethical, or illegal use will result in disciplinary action ranging from cancellation of these privileges to expulsion from the school to legal action.

7. **Artificial Intelligence (AI):** The use of AI is ever expanding and policies may change as its use evolves. In general, regarding AI, students shall:

- Not use AI tools (such as Chat GPT) for any assignments or assessments unless specifically directed by staff
- Give credit to AI tools whenever used

SOCIAL MEDIA AND ELECTRONIC CORRESPONDENCE OUTSIDE OF SCHOOL

The school encourages students to use good judgment when communicating electronically with others and urges parents to monitor their child's time on the computer. While the school recognizes that behavior off campus is not under their purview, students and parents should understand that a cruel, threatening, obscene, sexually explicit or implicit message sent to another member of our school community can adversely affect the social and academic life of our school. In such cases, the school will intervene in whatever manner it deems necessary and appropriate to restore a safe learning environment for all students.