



## Acceptable Use Policy

Nada International School

### Premises

Technology in our modern world is dynamic and continues to expand at an ever-increasing rate. Nada International School believes that this technology is an important part of every student's life. We further believe that our students must be educated to manage technology and be enabled to adjust to changes in technology as they occur. In our endeavour of providing an outstanding international education and staying true to the core values of "Nurture", "Inspire" and "Succeed", Nada International School has implemented the **Bring Your Own Device (BYOD)** initiative. The **Bring Your Own Device** initiative ensures students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In order to achieve this, we want to ensure that every pupil can be connected to the school's electronic resources throughout the school day, within the school and beyond. This means that each pupil should have an access to device available at any time. We require that pupils own and bring an appropriate mobile device to school.

### Purpose

The acceptable use policy (AUP) is designed to protect our users, technology systems, and Nada International School from inappropriate or unlawful use, objectionable material, or other acts that may be damaging or harmful. Users of our computer system and network will maintain their privileges by complying with Nada International School's AUP as stated herein. Users will be required to complete and sign the agreement form, which will be kept on file at Nada International School. The AUP also outlines the acceptable use of personal and school electronic devices to maintain a safe and secure education environment with the goal of preparing students for the future, improving learning, and fostering digital citizenship. Use of the computers, personal devices and technology at Nada International School is considered to be a privilege. Privileges come with responsibilities. When abused, privileges will be taken away.

### Definition for user

User is any individual granted authorisation to use electronic devices. Users may include students, parents, staff, volunteers, visitors, contractors, or individuals employed by service providers.

### Acceptable/Unacceptable Use Defined

#### 1. Use of Devices - Educational Purpose

- a. Nada International School makes provision of several technology solutions for educational purposes to be utilised by students, these include computers in the computer labs, School Internet access (WiFi) through Bring your Own device initiative in accordance with BYOD policy and classroom computers (if permitted by teacher).
- b. Nada International School makes provision of several technology solutions for educational purposes to be utilised by staff, these include computers in the computer labs, School Internet access (WiFi) through Bring your Own device initiative in accordance with BYOD policy, classroom computers, projectors and smartboard with speakers, school provided laptops and tablets and other IT equipments (Headphones, Web Cam, graphics tablet, projector remote, smartboard pen, etc). Any IT equipment taken or assigned to specific staff member is to be returned (or reported) to IT personnel at the end of academic year for inventory update.
- c. Nada International School's computer system and network has been established for educational purposes. This includes instructional lab activities class activities, individual school related use, and programs designed specifically for Nada International School.
- d. Nada International School reserves the right to restrict any material users access or post through our system. The system may not be used for commercial purposes (i.e. offering, providing, or purchasing products or services), nor may it be used for any kind of political lobbying or campaigning.
- e. Students must not use school devices or even own devices (while in the school premises) to play games or to access social media platforms. Only educational gaming applications or websites assigned by teachers can be used on school devices or student devices.
- f. Users must not attempt to modify technology resources, utilities, and configurations, and/or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering systems, either with or

without malicious intent. Successful or unsuccessful attempts to bypass the Internet filter by using proxies (VPN) or other resources are a violation of this policy. Use of proxies are strictly prohibited!

- g. Students are not allowed to any computer facility including their own device when not supervised by teacher. It is only by teacher instruction or permission that a student may use school computer systems or their own device for educational purposes.
- h. Nada International computer system, devices, network, internet and other IT equipment should only be used for school use and not for any personal use.
- i. Sharing of Wi-Fi password to any person other than Nada staff members or students is not allowed unless permission granted by EP.
- j. **While Nada International school promotes the use of technology to enhance teaching and learning. It is prohibited for any staff members to use mobile devices for non-educational purposes in full view of students, these include but not limited to when teachers are in classroom, break or lunch duty, assembly, school events.**
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## 2. Internet Access

Users have access to the capabilities of Nada International School's Internet connection through classroom computers, the computer lab and own devices in line with this policy. Students are not allowed to use their own internet facilities such as modem/router or hotspot facility.

## 3. Personal Safety

- a. Personal contact information (addresses, phone numbers, and email accounts) will not be shared by staff or students at Nada International School to any unauthorised person or group. We expect our users to respect this policy as well.
- b. Any personal safety concerns should be taken to the Executive Principal.

## 4. Security

- a. Nada International School's computer system includes hardware "firewall" to prevent unauthorised access into or out of our system. This presents a measure of security; however, it is not guaranteed to prevent such unauthorised access.
- b. Any student or staff accounts are their own responsibility. They should maintain personal account security by not giving out usernames or passwords. In the event of students forgetting password, a student must request for the password from the form tutor or ICT teacher.
- c. If you encounter a security problem, please notify the ICT teacher (students) or SSBS (staff) immediately.

## 5. Unauthorised Activities and Restrictions

Nada International School's computer system, devices brought to school in accordance with BYOD policy for educational use or web pages/sites) hosted through the Nada International School computer system, may not be used:

- a. To access another person's materials, information, or files without permission.
- b. To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
- c. To violate any other school policy or KSA law.
- d. To vandalise, damage, or disable the property of another person or organization.
- e. For commercial or for-profit purposes.
- f. For product advertisement.
- g. To access chat rooms except for directly supervised research projects.
- h. To subscribe to or solicit information which incurs a cost.
- i. To post message public or private that may contain obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- j. To engage in personal, prejudicial, or discriminatory attacks or any other form of harassment.
- k. To post or forward chains letters, or engage in sending annoying messages to large groups of people ("spamming").
- l. To post private information about another person or entity.
- m. To take ideas, writings, or images of others and present them as if they were yours. This is plagiarism and is not acceptable. In many cases it is illegal.

If student inadvertently accesses inappropriate materials, they should immediately inform any staff member.

If staff inadvertently accesses or informed by student about any inappropriate materials, they should immediately inform SSBS.

Any students or staff engaging in any illegal activities will be reported and their computer privileges will be immediately terminated and may result to further disciplinary actions

## **School Rights**

### **1. Search and Seizure**

- a. Users should expect limited privacy in the contents of personal files Nada International School's computer system.
- b. Routine maintenance and monitoring of Nada International School's computer system is necessary.
- c. An individual search may be conducted if there is reasonable suspicion that a user has violated this AUP.

### **2. Due Process**

- a. Violations of this AUP may result in disciplinary action.
- b. Nada International School will fully cooperate with governmental authorities to investigation related to illegal activities conducted through the computer system.
- c. Any violation that includes a violation of other school policies will be addressed and result in disciplinary consequences.
- d. In the event that a claim of violation of this AUP or other related claim, the user will be notified. In the case of a student, parents will be notified as well. This will be at the discretion of Nada Internationals School.

## **Limitation of Liability**

While it is Nada International School's intent to provide Internet access in order to further our goals and objectives, we realise that users may find ways to access other material as well, whether intentionally or inadvertently. Nada International School has employed technological hardware ("firewall") and filtering software to restrict inappropriate access and will provide supervision for students using the Internet. Nada International School makes no guarantee, expressed, or implied, that these techniques will insure compliance with this AUP.

Nada International School makes no guarantee that the functions or services provided through our system will be error-free or without defect Nada International School will not be responsible for any damage a user may suffer, including but not limited to, loss of data or interruptions of service. Nada International School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Nada International School will not be responsible for financial obligations arising from the unauthorised use of our system.

## **Social Media**

'Social media' refers to a range of online platforms and applications – such as social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards – that allow people to easily publish, share and discuss content. This includes and is not limited to Yammer, Facebook, Twitter, YouTube, Instagram, Google+, WhatsApp and more. Nada International School is present in the virtual community to celebrate student success, promote the school, advertise school events / functions, to enhance communication / learning and connect to the school community. Any photos / videos taken by a person authorised to do so by Nada International School could be posted online to any of the school official 'Social Media' sites. Nada international School has an OPT-OUT procedure which can be initiated by formally writing to the admissions officer at Nada International School to OPT-OUT, on or before the start of each academic year. OPT-OUT refers to not having any images, photos or videos of a school stakeholder/s taken by an approved Nada International School stakeholder not to be posted on any of the 'Social Media' websites. This needs to be initiated by the person or the parent / guardian of the person who would like to OPT-OUT. Any images, photos, videos posted prior to an OPT-OUT being initiated are not considered and Nada International School cannot be held liable. It is strictly prohibited for any student or staff member to post any content (images, videos or audio) about other students or staff members on their personal social media.

# Acceptable Use Agreement: Students

I understand and agree to abide by Nada International School's acceptable use policy (AUP). I further understand that any violation of this policy may result in disciplinary action. I understand that if I commit an act of violation, my use of the Nada International School computer system may be restricted or denied, and any privileges may be revoked and further disciplinary action may be applied. This applies to the BYOD (Bring your own device) policy at Nada International School.

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please complete the parental consent section below for users under age 18.

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## Parental Consent

I confirm that I have read, understood and agree without reservation with the Nada International School Acceptable Use policy and BYOD policy.

I further realise that it is impossible for Nada International School to completely restrict access to controversial materials, and I agree not to hold Nada International School responsible for materials, or financial obligations acquired through the Nada International School network. I certify that the information on this form is correct.

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

# Acceptable Use Agreement: Staff

I understand and agree to abide by Nada International School's acceptable use policy (AUP). I further understand that any violation of this policy may result in disciplinary action. I understand that if I commit an act of violation, my use of the Nada International School computer system may be restricted or denied, and any privileges may be revoked and further disciplinary action may be applied. This applies to the BYOD (Bring your own device) policy at Nada International School.

**ID Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please complete the parental consent section below for users under age 18.

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