

TECHNOLOGY ACCEPTABLE USE POLICY

2021/2022

INTRODUCTION

WYIS provides technology resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use school resources in a manner consistent with the WYIS mission statement, existing school policies, and the policies of our internet service provider, as well as all Chinese national and local laws. Any activity that is unethical, illegal, disruptive, offensive, mischievous or negligent is inappropriate. The student is responsible for his or her conduct on the system, and will be held accountable for his or her actions while using any aspect of the computer system.

EQUIPMENT AND FACILITIES

All computers, devices, local hard drives, network drives, user accounts, personal drive space, etc. and their contents, personal or school provided, are considered school property when used on the WYIS campus. As such, this property will be checked by authorized personnel without notice, in order to maintain compliance with this acceptable computer use policy. Privacy of information created or stored by students on devices used on campus should not be expected.

SECURITY

Elementary students will receive a classroom username and password by the teachers at the time computers are going to be used. Secondary students will receive personal usernames and passwords. These passwords are confidential information and should not be shared with classmates.

For collaboration on school-related matters, students are strongly encouraged to use the school-provided email account. This ensures the highest degree of transparency and accountability.

PROHIBITIONS

Students are prohibited from doing the following while using any device (personal or school-owned) at WYIS:

- Engaging in non-academic uses of the device, such as game playing and instant messaging (chatting), reading comics, listening to music, etc.
- Using the internet or e-mail to solicit or conspire about illegal activities.
- Making harassing, threatening, prejudicial or discriminatory statements, otherwise known as Cyber Bullying.
- Accessing, storing, transmitting, or distributing offensive, indecent, obscene or pornographic material in any form.
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights.
- Bypassing or attempting to bypass the security measures on any school computer.



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Students are prohibited from doing the following on school owned devices:

- Using a virtual machine or an alternate operating system
- Introducing any form of computer virus to any school computer
- Using the computer system or the internet for commercial gain, political purpose, or to advocate violence or discrimination
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, others, or the school's computer system.
- Damaging, changing, or tampering with any part of the school's computer system, hardware or software.
- Copying copyrighted software.
- Using, altering, creating or distributing a password not specifically issued to the class by the teacher
- Adding, deleting, or altering files or installing programs without the Technology Department's permission
- Using the computers or computer related equipment in the vicinity of food or drink

VIOLATIONS

Students or faculty members who have discovered a possible violation of this policy should report it promptly to the office of the principal. The alleged violator will be referred to the proper authority for investigation. Disciplinary actions will include but are not limited to:

- Use of school network only under direct supervision
- Suspension of the network privileges
- Revocation of the network privileges
- Suspension of the device/computer privileges
- Revocation of the device/computer privileges
- Suspension from school.

Violations involving pornography:

- First offense: One-day suspension, parent meeting, installation of additional filtering and monitoring software, restriction of computer use, six-session mentoring program
- Second offense: Three-day suspension, parent meeting, restriction of computer use
- Third offense: Five-day suspension, recommendation for expulsion

LIMITATIONS OF SCHOOL LIABILITY

WYIS is not responsible for a student's exposure to inappropriate or unacceptable material, and cannot guarantee the accuracy or quality of any information found on the internet. The school is not responsible for damages which may occur as a result of interruption of service or loss of data, or financial obligations which result from unauthorized or improper use of the network, or the internet.

Families are responsible for costs to repair accidental damage resulting from drops, spills, or other mishaps caused by the student.



SCHOOL-OWNED DEVICES

School owned devices should be handled with care. Do not drop it, get it wet, leave it unattended, or leave it outdoors. If a school owned device is lost or damaged, the student and/or parent is responsible for paying for repairs or the balance owed on the lost/damaged computer, and furnishing a replacement device as soon as possible either by purchasing a new device through the school or providing their own in accordance with school specifications.

ELEMENTARY STUDENTS

Elementary students will have access to classroom iPads and computers, as well as other materials for their Technology class.

Elementary students are required to:

- Abide by this policy at all times.
- Use the assigned device for educational purposes only. At no time will they be used for commercial or business use, or for political reasons.
- Make no unauthorized changes to the device's configurations. This means no adding, removing, or adjusting any computer or iPad software or hardware.
- Use ordinary care and diligence in protecting, safeguarding, and supervising the use of the device and returning it to teacher in the same condition it was in prior to checkout, excluding normal wear and tear.
- Keep food and beverages away from the iPad to prevent damage.
- Protect iPads by carrying it in the case provided.
- Refrain from placing stickers or drawings on the device or its case.
- Report any issues, concerns, needed improvement to the teacher.
- Assume liability for any damage, loss, or theft of the equipment while in your care.

SECONDARY STUDENTS

All secondary students will be assigned a laptop each school year as part of the 1 to 1 program.

As part of the program students are required to:

- Abide by this policy at all times.
- Use the assigned device as their primary educational device.
- Use the assigned device for educational purposes only. At no time will they be used for commercial or business use, or for political reasons.
- Make no unauthorized changes to the device's configurations. This means no adding, removing, or adjusting any computer software or hardware.
- Use ordinary care and diligence in protecting, safeguarding, and supervising the use of the device and returning it to WYIS in the same condition it was in prior to checkout, excluding normal wear and tear.
- Report any issues, concerns, needed improvement to the WYIS IT department.
- Assume liability for any damage, loss, or theft of the equipment while in your care.
- Students who check out Surfaces should bring them to school fully charged every day.
- Surfaces must be carried in protective computer bags whenever they are moved and should be locked in a locker when not needed.
- Laptops must be returned to the laptop carts at the end of each period for charging.
- Report any device network problems promptly by sending an e-mail to the IT helpdesk at helpdesk@wyischina.com or coming to the IT helpdesk.

- Students are strongly encouraged to make backups of all important files at least weekly, using the flash drives or by storing on the server.

COST DUE TO LOSS OR DAMAGES

Below is the Technology Replacement Price List for School Year 2021-2022

Item	Cost
IPad:	
charging cable	150rmb
wall charger	150rmb
protective case	100rmb
screen	1,800rmb
Laptop	
charger	200rmb
screen	1,500rmb
keyboard	500rmb
If the device is lost, the student should replace it with the same model (brand new) Laptop damages will vary based on the model of laptop and type of damage.	

By completing and signing this form, you acknowledge and agree to the following:

1. All use of WYIS technology equipment will be for educational purposes. At no time will they be used for commercial or business use, or for political reasons.
2. To abide by the WYIS Technology Acceptable Use Policy (see Parent Student Handbook).
3. To make no unauthorized changes to the equipment's configurations. This means no adding, removing, or adjusting any computer software or hardware.
4. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to WYIS in the same condition it was in prior to checkout, excluding normal wear and tear.
5. To assume liability for any damage, loss, or theft of the equipment while in your care.
6. To return the technology equipment:
 - a. On or before the due date on this agreement;
 - b. Prior to the due date if requested by the authorizing supervisor/department head;
 - c. When withdrawing, if a student, or resigning or otherwise terminating employment, if an employee, with the District; and/or
 - d. In the same condition the item was in at the time of check out

ITEM INFORMATION

(To be completed by Technology Department Personnel authorizing the check-out)

Item Checked Out: Dell Laptop / iPad		
Model: Dell Laptop / iPad (refer to IT Records)	Asset number: (refer to IT Records)	
Name of Authorizing Personnel (Please Print): Aldwin Lauron		
Date to be returned: June 6, 2022		

PARENT OR GUARDIAN AGREEMENT

I/We have read and agree to comply with the WYIS Technology Acceptable Use Policy and Technology Checkout Agreement. I understand that any violation of the procedures may result in me or my child not having access to equipment for use away from WYIS. I also understand that I assume accountability and responsibility for any equipment I check out. I understand that I am personally liable for: The replacement cost of the item, as indicated above, if the item is not returned; or the amount required for repair or replacement parts, if the item is damaged when returned. I agree to release, indemnify, and forever discharge WYIS, its agents and employees and all other persons, firms, or corporations, who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of use of WYIS Technology and participation in its check out.

For technology concerns please contact IT@wyischina.com.

I have read and understand the WYIS Technology Acceptable Use Policy, and I agree to abide by it. WYIS will not release any device without a parent or legal guardian signature.

Student Name: _____

Grade: _____

Parent Signature: _____

Date: _____

Updated August 9, 2021