



ACCEPTABLE TECHNOLOGY USE AND INTERNET SAFETY POLICY

The German International School Washington D.C. ("GISW" or the "School") provides a **computer system**, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system **includes, but is not limited to**, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, cloud storage and personal computers, tablets, laptops, SMART panels, cellular phones, smart phones, the Internet and other internal or external networks.

All use of the School's computer system must be (1) in support of education and/or research, or (2) for legitimate School business. Use of the computer system is a privilege, not a right. Any communication or material generated using the School's computer system, including electronic mail, instant messages or other files deleted from a user's account, may be monitored, read, and/or archived by School officials.

Students are expected to remember that any exchange of information within this community must be made in line with the School's general standards of conduct. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled in the School, whether linked to the School's network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, students are expected to comply with this Acceptable Use and Internet Safety Policy and any applicable policies and procedures as long as they are enrolled in the School, as set forth in the Student Handbook and as further described below.

The School has explicit guidelines for using the School's computer system and other electronic devices, both on and off campus, using the School's network, and accessing the Internet, to which the School expects students and parents to adhere. The examples below are just examples and are not an all-inclusive list of requirements and possibilities.

Students may:

- use technology for school work or class projects and assignments, at the teacher's discretion;
- access the Internet with teacher permission to enrich learning related to school work; and
- use technology in ways directed by the teacher.

Students may not:

- post personal contact information about themselves or other people;
- access or attempt to access network resources not intended for them;
- share their passwords or other's passwords with anyone, with the exception of parents/guardians and teachers;
- alter electronic communications to hide their identity or impersonate another person;
- communicate with or make plans to meet a stranger in person;
- use inappropriate language or images in email, web pages, videos, or social networking sites;
- be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page, or any other method;
- engage in cyber-bullying, harassment, or sexting, in violation of the School's policies prohibiting bullying, harassment, hazing, and discrimination and related policies as stated in the Handbook;

- access or attempt to access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material;
- plagiarize printed or electronic information—students must follow all copyright, trademark, patent, and other laws governing intellectual property;
- install or download software on to School computer systems from the Internet, home, or by any other means;
- create or use a mobile hotspot on the School campus;
- remove any School-owned computer equipment (including, but not limited to, network cables and keyboards) from the School without express permission;
- store personal files on the network, except in their own network user account—any information that a student leaves on a School-owned device may be deleted at any time, with or without notice;
- use cell phones or other personal electronic communication devices during classroom time, without the express permission of the teacher;
- disclose confidential or proprietary information related to the School or recklessly disregard or distort the truth of the matters commented on;
- access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission;
- use the network for commercial activities;
- vandalize, steal, or cause harm to the School’s equipment, network, or services (including, but not limited to, uploading or creating viruses, attempting to gain unauthorized access, changing hardware or software settings, or changing online materials without permission);
- deliberately disrupt or attempt to disrupt the software or hardware of the School network; or
- be “friends” with, or otherwise directly connect to via online networks and services, any School employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a School employee via non-School channels for non-educational purposes, the student should immediately notify the principal.

Students should understand that:

- the use of inappropriate language, harassment, and disrespectful comments in email, texting or a chat room, or on a website or social networking site from either inside or outside the School, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled in the School, is prohibited;
- there is no absolute guarantee of privacy associated with their use of the School’s technology resources and computer systems. Students should not expect that email, voicemail, or other information created or maintained on the School’s network, School-issued devices, or School-administered services (even those marked “personal” or “confidential”) will be private, confidential, or secure. The School can make use of the right to access and monitor School-owned computer systems and communication devices connected to the School’s network, in particular if an infringement of the rules were to be suspected. Each student consents to the School’s right to view and/or monitor the School’s network and all of its associated accounts; and
- they will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual.

Parents/guardians should understand that:

- it is the responsibility of all parents/guardians to read this policy and discuss it with the student;
- teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and
- if a student damages the hardware or software of any School-owned technology, the parent/guardian may be responsible for paying for the repair or replacement of that technology.

The School may:

- access, view, monitor, and track any information or communication stored on or transmitted over the School's network, computer systems, on or over equipment that has been used to access the School's network, or School-issued devices, or School-administered accounts and services, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or misdelivery; and
- restrict the material accessed and not permit computers to be used for anything other than educational purposes.

Security

Security on any computer network is a high priority, especially when the system involves many users. Students must notify a system administrator if they identify a security problem. Students should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School's network.

Reporting Violations

If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another School community member's use of technology, the student should immediately report the student's suspicions, feelings, and observations to the principal.

Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the School may initiate or assist in the prosecution of any such violations to the fullest extent of the law.

Liability

The School makes no warranties for the computer system it provides. GISW is not responsible for any damage to the user from use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. The School is not responsible for the accuracy or quality of information obtained through the computer system. GISW technology staff will not repair, configure, or be responsible for personal equipment.

ACCEPTABLE TECHNOLOGY USE AND INTERNET SAFETY POLICY ACKNOWLEDGMENT FORM

Students

With the permission of your parent or guardian, GISW offers you the opportunity to use the School's computer system which allows access to the Internet, as well as a variety of electronic devices. We expect you to use the Internet and computer system while at school for **educational purposes**. This use is a privilege, not a right, and we may discipline you or take away your right to use the Internet and computer system at school if you abuse this privilege by violating this policy. You are responsible for your own actions while you are on the Internet and are also accountable for any online activities that occur by others if you allow them to use your account.

Any communication through the use of the School's computer system, including electronic mail or other electronic file, is subject to all applicable school policies and the Acceptable Technology Use and Internet Safety Policy, and may be monitored or read by school officials. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

In addition to adhering to the School's Acceptable Use and Internet Safety Policy, while using technology as a student in GISW, you agree to the following:

1. I will only use the technology and equipment provided by the School in the manner appropriate for educational purposes. I understand that I may be held responsible for any or all damage incurred as a result of my negligent or inappropriate behavior.
2. I commit to checking my emails and Teams messages on a daily basis. By doing so, I ensure that I stay up-to-date with important information, announcements, and discussions within my teams.
3. While online, I will not use language, which may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
4. I will not cyberbully. "Cyberbully" means using the computer to threaten, harass, or intimidate another person. I will tell an adult if I witness or experience any cyberbullying, cyberthreats, or inappropriate activity.
5. I will not disclose confidential or proprietary information related to the School on the Internet, nor will I access or attempt to access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material. I will never falsify my identity while using the Internet.
6. I may only take photos or make audio and video recordings if I have been authorized to do so by the teacher and after having been given consent by the person in being photographed or recorded. Photos taken, or recordings made may not be shown or given to others or published online.
7. I will not use the School-provided computer systems and Internet for non-School related activities.
8. I will not engage in Internet activities that cause congestion on the GISW network.
9. I will not use the School-provided computer systems and Internet to buy or sell, or to attempt to buy or sell, any service or product.
10. I will not move, take or change the content and/or location of any computing devices and relevant items without prior permission including power banks that do not belong to me. I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.
11. I will never knowingly give my password to others, nor will I use another person's password.

12. I will not use the SMART panels or connect any devices to them, unless otherwise instructed.
13. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, birth date, or gender.
14. I will never knowingly circumvent, or try to circumvent, security measures on either GISW's computer system or on School-provided computers at any remote site.
15. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
16. I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.
17. I understand that the School is not responsible or liable for any harm, damages or charges that result from my use of the School's technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Acceptable Technology Use and Internet Safety Policy.
18. I will report any violations of this Acceptable Technology Use and Internet Safety Policy to my teacher or principal.

Each student and their parent/guardian are required to sign this Acknowledgement Form before the student will be permitted to use the School's computer system. Students and their parents are expected to read the School's Acceptable Technology Use and Internet Safety Policy carefully before signing below.

Student's Agreement

By signing this Form, I acknowledge that I have read the School's Acceptable Technology Use and Internet Safety Policy for students. I understand that if I have any questions about this policy or the School's expectations, I am encouraged to contact the Head of School.

I understand and agree to abide by the School's Acceptable Technology Use and Internet Safety Policy. I understand that the GISW may access, monitor, and archive my use of the computer system, including my use of the Internet, Email and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Technology Use and Internet Safety Policy; my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature: _____ Date: _____

Student Name (Please Print): _____

Parent's Agreement

By signing this Form, I acknowledge that I have read the School's Acceptable Technology Use and Internet Safety Policy for students and have discussed it with my child. I understand that if I have any questions about this policy, I am encouraged to contact the Head of School.

As the parent or guardian of this student, I have read the Acceptable Technology Use and Internet Safety Policy as written above. I understand that Internet and computer-based technology access for students of GISW is provided for educational purposes only. I understand that employees of the school system will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet from school facilities. By signing this document and/or the student

handbook in which this policy is contained, I grant permission for my student to use the computer system in accordance with GISW policies and regulations and for the school to issue accounts for my student.

Additionally, I grant permission for the School to agree to terms and services of online, division approved, instructional applications on behalf of my student.

Parent Signature: _____ Date: _____

Parent Name (Please Print): _____