TECHNOLOGY CODE OF CONDUCT AND INTERNET USE AGREEMENT

EDNAS School actively promotes the appropriate use of technology in education. To ensure that students, faculty, staff, parents and other community members (collectively referred to as "users") can take full advantage of the technologies available, all use of technology must have proper authorization and adhere to the school's code of conduct. To access and use technology at Ednas School, this statement must be signed by each teacher, staff member, every student and his/her parent/guardian, and kept on file at the school.

Ednas School retains sole right of possession of the network resources and grants permission to the student to use the technology according to the guidelines set forth in this document. Moreover, Ednas School administrative staff retains the right to collect and/or inspect the student's laptop/gadget at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

Whether the technology in use is owned by Ednas School or owned by the student, its use on the school premises is contingent upon an express agreement by the student to the following conditions, in order to ensure that such technology is used for educational purposes only and that no abuse of the device or technological privileges occurs.

Network resources at Ednas School are the property of the school. Use of the network by members of the school community is a privilege, not a right. The Information Technology department reserves the right to investigate possible violations of all rules and regulations governing the network. Ednas School reserves the right to access any information stored or transmitted over the network.

I understand that during the school day, the school's technology and personal laptops/smartphones/ gadgets are to be used for **educational purposes only**, and I agree to the following conditions:

- All use of technology must be in support of, and consistent with, the vision, mission and goals of Ednas School. It is the user's responsibility to keep all inappropriate materials and files, virus – infected media, or other software dangerous to the integrity of the system, away from the school's technology. School community members are prohibited from introducing mobile storage media, such as USB flash drives/cards, writeable CDs and DVDs, etc., without permission.
- During instructional activities, electronic communication (email, social networking, electronic chatting, instant messaging or video chatting) is to be focused on the activity at hand. Non-school related e-communication may be allowed only if I specifically obtain permission from a teacher. I understand this includes break, lunch, advisory and free periods.
- At no time am I to watch videos or play games during the school day, unless it is in accordance with a legitimate school activity or project.
- I understand that digital security is in place to protect our community and our campus systems. I will make no attempt to circumvent the school's computer security settings or to visit blocked sites.
- I agree to appropriate usage of my laptop/gadget in the classroom during lessons and activities. I will focus on the work at hand when I am supposed to be studying.
- I will not use my laptop/smartphone/gadget to cause harm to myself or others. I understand that all expectations of Ednas School's Parent-Student Handbook apply to the use of technology. The consequences for failure to adhere to this code of conduct may result in restricted access or a denial of access to any and all forms of technology, and/or other disciplinary measures deemed appropriate by the school administration.
- I understand the use of the camera on my laptop/smartphone/gadget is to be used for academic purposes only. I will not take pictures of students or staff while at school (unless they are of an academic nature) and I will not post pictures of students or staff to the Internet for any reason without prior consent.
- I understand the value of intellectual property rights and I will not download unauthorized copyrighted material.
- I will not install or use "peer to peer" file sharing software or services.
- I understand the importance of social interaction and social courtesy and will hold back from using technology in place of building relationships and community. Listening to music during the school day is not allowed unless allowed by a teacher within a specified class period.
- When in the classroom, if I am not using my laptop/smartphone/gadget for the specific purposes of the class, my laptop/gadget will be turned off and put away.
- The school expects that I will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to, plagiarism, pornography, hate mail, chain letters, unauthorized access (hacking), and email or other electronic messages that initiate false alarms or are intended to hurt others in the school community.

- The school expects me to abide by the guidelines for use of social media. These include, but are not limited to, using appropriate language, being polite in choice of language, requesting permission of the original sender before forwarding emails of a private or sensitive nature, and not revealing personal information such as addresses or telephone numbers of other school community members.
- Each user shall respect another individual's work, files, passwords, and programs. I shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent others using the school's technology or other networks. Community members will follow essential agreements regarding the use and storage of files on Ednas School servers and equipment.
- It is my responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified, or abused in any way. Users must ensure that all food and drink are kept away from all equipment.
- I should be responsible and not knowingly degrade the performance of the network. For example, electronic chain letters, social networking sites and internet chat rooms are prohibited for this reason. Real audio broadcasts that are not for specific educational purposes are also prohibited during the school day because of the impact on bandwidth. In some cases, downloading files from the Internet may also be restricted. In general, downloading audio and video files from peer to peer sites (including torrent download sites) is prohibited.
- Bullying of any kind is unacceptable, and the school and the community have the responsibility to respond it. When bullying occurs, anywhere in the community, I should be able to report it with the assurance that the incident will be dealt with promptly and effectively. Anyone who knows that bullying is happening within the community, including via text and email, and on social networking websites, is encouraged to report it. See the anti-bullying policy for more details.
- Privacy of individual community members' work, photos, and contact details will be respected, and anyone who shares private electronic information or private information electronically shall be subject to disciplinary action.
- In the event that the school witnesses or reasonably suspects that I have breached this code of conduct, my parents will be summoned to the school immediately and my laptop will be confiscated but will not be accessed unless my parents/guardians are present to witness the same.
- In the event that a student is caught violating or is suspected of violating the code of conduct, my parents/guardians will be summoned to the school at once and suspend "going through" the laptop/gadget until my parents arrive to witness the investigation.

To access the wireless internet service of the school, all devices must first be registered with the IT Office.

We encourage that students only have access to age-appropriate content. Viewing content on campus that is not conducive to learning or could be considered harmful to the healthy development of children will be investigated with the possibility of losing IT privileges at school. Recognizing the importance of digital safety and mindful of the role of the school to assist Ednas School families in providing information about IT safety, here are some suggested resources for use on home computers and student laptops:

	Software	Related Website
1.	Common Sense Media	http://www.commonsensemedia.org
2.	Mac OS X Yosemite – Parental Controls (built-in)	https://support.apple.com/kb/PH18571
3.	Mac OS X Mountain Lion – Parental Controls (built-in)	http://support.apple.com/kb/PH11354
4.	Mac OS X Mavericks – Parental Controls (built-in)	http://support.apple.com/kb/PH14414
5.	iOS (iPad, iPhone, iPod) - Restrictions	https://support.apple.com/en-us/HT201304
6.	Windows 7 – Parental Controls (built-in)	http://windows.microsoft.com/en-ph/windows/set-parental-controls#1TC=windows-7
7.	Windows 8.1 – Family Safety	http://windows.microsoft.com/en-ph/windows-8/family-safety
8.	Net Nanny	http://www.netnanny.com/
9.	OpenDNS	http://www.opendns.com/home-internet-security/parental-controls/opendns-home
10.	WebWatcher	http://www.webwatcher.com
11.	McAfee SafeEyes	http://www.internetsafety.com

I understand the details of the Technology Code of Conduct and Internet Use Agreement above (or I have had the details explained to me), and I accept responsibility for acceptable use of technology and the Internet.

I further understand that any violation of the guidelines above, may lead to a loss of access to technology and to the Internet, and that disciplinary measures may follow.

_____
Name of Student(s)/Grade

_____   _____   _____   _____
Signature of Student(s)

_____ _____   _____   _____
Name of Father   Signature of Father   Date

_____ _____   _____   _____
Name of Mother   Signature of Mother   Date

Note: Teachers will also provide age appropriate guidelines to students on digital citizenship and responsibilities.

EDNAS SCHOOL
Dagupan · San Carlos · Alaminos

Dear Parents,

PEACE! For your guidance:

Guidelines for Use of Social Media

A strong sense of digital etiquette is an aspect of digital citizenship that we are responsible both as educators and parents to instill in students and our children.

1. Be mindful of your audience/group and respect their sensibilities.
2. Refrain from "chatting" with one or two people in a group.
3. Avoid gossip and the rumour mill.
4. Evaluate the usefulness of your messages to others – Does everyone really need to know this?
5. Evaluate your information before you hit 'send' – Is your information accurate and reliable? and Could it, unintentionally, cause others unnecessary worry or anxiety?
6. Refrain from sending messages when you are angry.
7. Do not post anything you would feel uncomfortable saying to a person's face, or that you would not want them to read through a forwarded message to the individual(s) themselves.
8. Avoid debate and argument – social media is not the right forum for it.
9. Be aware of your tone in any message you send – and remember, it can be more difficult and take more effort to capture tone in writing than verbally.
10. Avoid teasing and sarcasm if there's a chance your humor could be misinterpreted.
11. Avoid profanity or any words/phrases that should not be used in a school/family environment.
12. Do not assume your group chat is private – it is NOT, regardless of your intentions and assumptions.

by - Dr. Jim Hardin of Dubai American Academy
Adapted by: Ednas School

*** *Subject to revisions* ***