



## Chatsworth International School - East Campus

### Student Acceptable Use Policy (AUP) Years 1-6

Dear Parents,

The Internet and World Wide Web are powerful educational resources that hold a wealth of valuable information. With the recent increase in Web 2.0 applications available, the Internet is also a great collaboration and communication tool. Effective use of the Internet is a large part of our student learning expectations at Chatsworth East and we believe that the benefits of the Internet far outweigh potential disadvantages. Everyone using the Internet at Chatsworth East is expected to act in a responsible, appropriate manner that is consistent with our Group of Schools Mission, to Inspire, Educate & Enlighten. We realize that there are concerns about children accessing or being exposed to materials that are illegal, defamatory, inaccurate or potentially offensive. Chatsworth East has a very effective Firewall and Filter set up to block our school computers from accessing most of these undesirable sites, as well as a program that allows teachers to monitor what students are doing on any computer. However, no system is perfect.

In addition, the following precautions are taken:

- Students are supervised when using the Internet in school
- Any students breaking the rules as outlined in this Student Acceptable Use Policy (AUP) will not be permitted to access the school computers for a given amount of time (dependent on the offense)
- The rules in this AUP will also be discussed with classes with their homeroom teachers, as well as during our Assemblies

The following is a statement of the rules and guidelines for the acceptable use of electronic information resources at Chatsworth East. It is written in a manner that is easily explained to young children and for our older children to be able to read and understand on their own. Please read and discuss this policy with your child(ren).

#### **Chatsworth East's Internet Usage Policy**

There is a full class set of Apple computers in the school's Mac Lab, as well as computers available for student use in every classroom and the school Library. These computers are for use in direct instructional, as well as less supervised settings (depending on the age of the student). These computers have access to a wide range of educational materials by means of the Internet as well as installed software. While Chatsworth East uses content filtering technology on all school computers with Internet access to protect against unacceptable online content, no web filtering technology is 100% effective 100% of the time. **The staff at Chatsworth East realizes this and takes every effort to monitor online activity.**



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#### Guidelines for Using the Internet and Online Applications

1. Be Polite. Never send, or encourage others to send, messages that are not polite. Use electronic resources wisely and log off when you are finished.
2. Use Appropriate, Respectful Language. Remember that you are a representative of Chatsworth East, just like when you travel on field trips. In your messages, always use language that you know is appropriate and respectful, no matter who you are sending it to. Never draw pictures or write words using the computer that you would not want your parents or teachers to see. Never send messages that you think would make another person feel bad or make them angry.
3. Privacy. Do not send any message that includes personal information such as a home address or phone number for yourself or any other person. Never use your last name. Report to your teacher any person who asks for personal information. Think of email like a postcard - everyone can see it! The teachers and the principal can see everything you do with the computer at school.
4. Misuse. Do not do anything to the computer, mouse, headphones, keyboard, cables, CDs, printers or any other equipment that would break them or cause them not to work. Report to your teacher any misuse of the computer or other equipment.
5. Information. Information accessed through the Internet for research and projects may or may not be correct and accurate. Chatsworth East cannot guarantee that everything you find in your research is correct and true. You must prove your source is true by comparing it to other sources.
6. Vandalism. Never move, delete, or trash any files or applications that are not yours.
7. Sharing Accounts. You are responsible for your own account (only applicable for older students). Do not share your login or password with anyone except your teacher and parents (for secure school email). Any misuse of your account is your responsibility. Attempts to login as another user may result in the cancellation of your privileges.
8. Plagiarism. It is wrong to copy someone else's work unless you have their permission and include their name on it.
9. Supplies. Paper, ink and time are valuable and limited resources. Only print what your teacher gives you permission to print. Use your time on the computer wisely.
10. Noise. Everyone has the right to work and learn in a quiet environment. If you have a question or wish to share information, raise your hand or speak to your neighbour in a quiet voice. Use headphones when listening to music or watching video.
11. Ask. If you are ever unsure of anything while using Chatsworth East's electronic resources, stop and ask your teacher (or your parents if you are working at home).



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#### Rules for Online Safety at Chatsworth East

1. Never give out personal information such as your last name, address, telephone number, school address, or send a picture of yourself. If someone asks you for these things, tell your teacher immediately (at school we would only ever use first names and use an avatar as a picture. An avatar is a cartoon character students may choose to represent themselves).
2. Do not agree with anyone you meet on the Internet to get together without your parents' and teachers' approval. Your parents or teachers must be with you if you are ever to meet with anyone (examples of such an event might only ever include chatting as a class to another class in Singapore and then meeting at school, but it is important to note to your child).
3. If you receive any messages on the computer that are mean or make you uncomfortable, tell your teacher immediately.

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