



Student Acceptable Use Policy (AUP) Secondary

Chatsworth International School - Orchard Campus

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 Orchard and we believe that the benefits of the Internet far outweigh potential disadvantages. Everyone using the Internet at Chatsworth Orchard 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 students accessing or being exposed to materials that are illegal, defamatory, inaccurate or potentially offensive. Chatsworth Orchard 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) and are subject to existing disciplinary policies
- Students, Parents and Guardians are required to read this document and students are bound to this agreement while enrolled in the school
- The rules in this AUP will also be discussed with classes with their homeroom teachers, as well as during our Secondary assemblies

Chatsworth Orchard's Internet Usage Policy

STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS

- 1.** Use of the Internet and electronic communications while on campus shall not be considered private and may be subject to monitoring at any time.
- 2.** Correspondence in the form of e-mail may constitute a public record and may be subject to public inspection under Singapore law. All E-mail shall be stored on the local server and archived.
- 3.** Improper use of the Internet or electronic communications may be grounds for disciplinary action, suspension, expulsion and involvement of law enforcement agencies.
- 4.** Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Chatsworth Policies, shall be installed on all computers having Internet or electronic communications access within the school.



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5. While on campus, students shall use computers in a responsible, ethical and legal manner. Examples of unacceptable uses include, but are not limited to, accessing, creating, transmitting or forwarding material:

- i)** that promotes violence or destruction of property or concerns the manufacturing of destructive devices or weapons;
- ii)** that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings;
- iii)** that plagiarizes the work of another without express consent;
- iv)** that uses inappropriate or profane language likely to be offensive to others in the school community; or
- v)** that harasses, threatens, demeans or promotes violence or hatred against another person or group;
- vi)** Students shall not use another person's password or any other identifier, gain or attempt to gain unauthorized access to school computers or systems, use unauthorized software or read, alter, delete or copy electronic communication of other users.
- vii)** Students shall be supervised by staff while using the Internet or electronic communications. Students shall not reveal personal information, such as home addresses or telephone numbers, while using the Internet or electronic communications. Students may not give last names or location information without prior approval from a supervising staff member.

STUDENT INTERNET ACCEPTABLE USE AND SAFETY GUIDELINES

In order for the Chatsworth Group of Schools to be able to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While Chatsworth teachers and other staff will make reasonable efforts to supervise use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Internet Acceptable Use and Safety Guidelines ("Guidelines") of the Chatsworth Group of Schools.

Listed below are the provisions of the agreement regarding computer network and Internet use. If any student violates these Guidelines, the student's access privileges may be revoked and the student may be subject to disciplinary action and/or legal action.

I. PERSONAL RESPONSIBILITY

Students agree not only to follow the rules in these Guidelines, but agree to report any misuse of the network to the system administrator. Misuse means any violation of these Guidelines or any other use that is not included in these Guidelines, but has the effect of harming another or their property.



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II. TERM OF THE PERMITTED USE

Students enrolled at the Chatsworth Group of Schools will have computer network and Internet access during the course of the school year only.

III. ACCEPTABLE USES

A. Educational Purposes Only: The Chatsworth Group of Schools is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you should consult a teacher or administrator.

B. Unacceptable Uses of Network: Examples of unacceptable uses include, but are not limited to, the following:

1. Accessing, sending, creating or posting materials of communications that are:
 - a) Damaging to another person's reputation;
 - b) Abusive;
 - c) Obscene;
 - d) Sexually oriented;
 - e) Threatening or demeaning to another person's gender or race;
 - f) Contrary to the Chatsworth Group of Schools policies on harassment;
 - g) Offensive;
 - h) Harassing; or
 - i) Illegal.
2. Using the network for financial gain or advertising.
3. Using the network for commercial transactions or political purposes.
4. Using another individual's password or some other user identifier.
5. Posting or plagiarizing work created by another person without their consent.
6. Forging or posting anonymous electronic mail messages.
7. Attempting to read, alter, delete, or copy electronic mail messages of other system users.
8. Using the Chatsworth computer hardware, personal laptops or school network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws.
9. Loading or using games, public domain, shareware or any other unauthorized program on any Chatsworth computer, computer system or school issued laptop.
10. Purposely infecting any Chatsworth computer or network with a virus or program designed to damage, alter, destroy or provide access to unauthorized data or information.

C. Network Etiquette. All users must abide by rules of network etiquette, which include the following:



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- 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 Orchard, 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 IT Department 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 Orchard 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 electronic resources, stop and ask your teacher (or your parents if you are working at home).

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the Chatsworth school network may include the potential for access to materials inappropriate for school-aged students. Every user shall take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she shall report use to a Chatsworth teacher or school administrator.



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B. Personal Safety. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Without first obtaining permission of a supervising teacher, do not use your real last name or any other information which might allow a person to locate you. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet, in a secluded place or in a private setting, a person you have only communicated with on the Internet.

C. “Hacking” and Other Illegal Activities. It is a violation of these guidelines to use the Chatsworth computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates Singapore law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or ordinance, is prohibited and may result in legal action.

D. Confidentiality of Chatsworth Group of Schools Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly sensitive data such as credit card numbers, personal information data (e.g. Addresses, phone numbers, of NRIC information), or any information which can put students at risk.

E. Active Restriction Measures. The Chatsworth Group of Schools, either by itself or in combination with its Internet service provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The Chatsworth Group of Schools will also monitor the online activities of students, through direct observation and/or technological means ‘Spot Checks’, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The Chatsworth Group of Schools reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Chatsworth Group of Schools and no student shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW GUIDELINES

The student use of the computer network and Internet is a privilege, not a right. A student who violates these guidelines shall, at a minimum, have his or her access to the computer network and Internet suspended, which the Chatsworth Group of Schools may refuse to



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reinstate for the remainder of the student's enrollment in the school. A student violates these guidelines by their own action or by failing to report any violations by other users that come to the attention of themselves. Further, a student violates these guidelines if they permit another student to use their accounts or password to access the computer network and Internet, including any student whose access has been denied or terminated. The Chatsworth Group of Schools may also take other disciplinary action in such circumstances and/or may report criminal violations to Singapore law enforcement.

VII. WARRANTIES/INDEMNIFICATION

The Chatsworth Group of Schools makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under these guidelines. The Chatsworth Group of Schools shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under these guidelines.

VIII. UPDATES TO POLICY

Students, and if appropriate, the student's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign new Guidelines, for example, to reflect developments in the law or technology. Such information shall be provided by the student (and/or his/her parents or guardians) or such new guidelines shall be signed if the student wishes to continue to receive service. If, after you have provided your account information, some or all of the information changes, you shall notify the person designated by Chatsworth to receive such information.