

AISB Elementary School Responsible Use Policy (RUP) Agreement

This agreement is for parents/legal guardians of all students enrolled in the American International School of Bucharest to ensure that they have received and reviewed the following rules. For your convenience, this information is also available on the school website: <https://www.aisb.ro/policies/>

For Parents/Guardians

As a parent/guardian of a student(s) enrolled in grades 1 through 4:

I understand and agree to abide by the following rules that relate to the use of technology and learning at AISB including use of internet, email accounts, and electronic devices.

- I understand that the use of equipment, internet, network, and electronic communication is strictly limited to educational purposes.
- I understand that AISB equipment, internet network and email accounts, including communications via these email accounts, are intended to be used for learning purposes. The AISB Administration reserves the right to review the use and inspect the content of such electronic communications or internet records for general security purposes and in order to ensure compliance with this agreement. Such monitoring of the use of the above-mentioned elements covered by this agreement shall be made only in exceptional situations, without discrimination, in cases where the integrity and security of AISB network is threatened or children's safety and wellbeing are at risk.
- I understand that I am responsible for the safety and care of any school assets (e.g. equipment or information) provided to my child as required by the educational process, to ensure that it is not damaged, lost or stolen while in their custody.
- I understand and agree that I will be held responsible for the cost of any damage, loss or theft to any school provided equipment while in my child's custody that is determined to be the result of their negligence.

With regard to educational accounts creation, access and use, I understand and agree with the following:

- AISB shall create for each student, starting with grade 1, an email account for the sole purpose of providing the student access to specific applications and systems that are used by AISB in providing educational services. This email account shall be used also for communications between teachers or other AISB staff members with students regarding school activities.
- When students withdraw or graduate from AISB at the end of the academic year, all student educational accounts, and therefore their online data, will be terminated after 30 days.
- When students withdraw from AISB during the academic year, all student educational accounts, and therefore their online data, will be terminated after 7 days.
- AISB related messages should be sent only using the AISB provided email system; sending school related messages by using public email systems is not permitted; the emailing system is to be used for educational purposes only;
- Users are not allowed to send email messages using another person's mailbox; replacing, removal or misrepresentation of a user's identity on an electronic communication system is forbidden;
- Emails shall not have offensive, threatening, defamatory or illegal content. Parents shall manifest special care in informing their children about the interdiction of sending bullying or unkind messages to their colleagues;

AISB provides access to information on cloud storage systems. Students have access to Google Workspace for Education for the intended purposes. Data stored in their Drive, or shared with students via Google Drive, should not be downloaded on personal devices, or shared with other personal accounts.

Connection to AISB systems with personal access credentials should not be performed from public devices systems.

AISB students and parents are encouraged to enable two-factor authentication for Google Workspace for Education G-Suite services.

Please review the rules below with your child and ensure that your child understands them well. Please complete the section at the bottom of this agreement to show that you have understood and agreed to the rules.

For Students

Students at AISB are expected to use technology in safe, respectful, and responsible ways. At school, students will use technology in class as a tool to enhance and extend their learning, as outlined in AISB's [Digital Learning Mission Statement](#).

Using your device is a privilege, and any privilege comes with responsibility. Here are the expectations for using personal devices at school or anytime you are using school provided devices and accounts at home.

How should I use technology?

- I will use my device when a teacher asks me to, during my own study time or during breaks.
- I will put my devices away when a teacher says it's time for a device break.
- I will take care of any devices I am given access to.

What should I do with technology?

- I will use my device to bring new information to support class activities.
- I will use my device to check information to verify that it is accurate.
- I will use my device to learn new things.
- I will maintain academic honesty at all times. My work will be my own and I will not plagiarize the work of others.
- I will give credit to the creators of information or media that are not my own.
- I will only use artificial intelligence technology in ways directed by my teachers.
- I will follow the school's rules on how to be safe while using technology.
- I will not use technology to create offensive content, or content that is intended to deceive or mislead others.
- I will not record or photograph anyone else without their awareness and explicit permission.

How should I interact with other people?

- I will be a good friend online, including being honest and kind in my digital communications.
- I will let a trusted adult know before contacting someone online I don't already know in person.
- I will only share appropriate content with others.
- I will not share personal information (e.g. home address, birthdate, etc.) about myself or others online.
- I will consider whom I am communicating with and think about how they might interpret my words.
- I will not record or photograph anyone else without the teacher's permission.



- I will give constructive criticism and comments to help people in a kind and compassionate manner.
- I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior or beliefs.
- I will not impersonate others or try to trick people into thinking what I wrote was done by someone else.

What happens when something goes wrong?

- When I do something that is not in line with this agreement, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a trusted adult at school if anything happens on the computer or on the internet that does not seem right or that makes me or others feel uncomfortable.

I understand that using any school technology or network is a privilege I must earn through responsible use. If I can't consistently keep up my part of this agreement, I understand that privileges may be removed for a time, and that I may face additional consequences.

- By checking this box, I acknowledge that I have read and understood AISB's Responsible Use policy as outlined above.
- By checking this box, I indicate that I have discussed the student section of the RUP with my child.

My name (as my signature):

Date: