

## **AISB Bring Your Own MacBook Program G5 to G12 Responsible Use Policy (RUP)**

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 agreement. For your convenience, this information is also available on the school website: <https://www.aisb.ro/policies/>

Technology use at AISB is integral to student learning and is in line with the school's vision and values of creative, courageous and compassionate learning.

This Responsible Use Agreement applies to all technology devices students use on school grounds or while engaged in online educational opportunities provided by the school, whether these devices are personal or AISB owned. Devices referred to in this agreement, therefore, include, but are not limited to: laptops, desktops, tablets, mobile phones, smartwatches, etc.

In the agreement, AISBNET refers to the Internet and Intranet network system at AISB. Use of AISBNET is used to support the mission and educational goals of AISB and provides access to electronic resources and technologies to enhance the teaching and learning environment, and to empower its users through the use of technology.

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.

Using devices to access the school's technological infrastructure is a privilege and demands responsible use. Any violations of this policy may result in disciplinary action, up to and including the suspension or revocation of access privileges.

## For Parents/Guardians

As a parent/guardian of a student(s) enrolled in grades 5 through 12:

I understand and agree to abide by the following rules that relate to the use of technology and learning at AISB, including use of the 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, compromised, 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.
- I understand that my child's Apple laptop will adhere to the current specification requirements of the AISB BYOM ([Bring Your Own Mac](#)) Policy.

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.

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, as outlined in AISB's [Digital Learning Mission Statement](#):

*We at AISB are all teachers and learners of technology. We use technology as a means to accomplish our mission and vision. As a learning community, we recognize the rights, responsibilities, and opportunities made possible by an interconnected world, and act in safe, legal and ethical ways.*

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 educational accounts powered by the school at home.

### Digital Citizenship

I am responsible for practicing positive digital citizenship. I will treat people with dignity and respect when using technology and accessing the internet.

- I will be honest in all digital communications.

- I will be kind and avoid making threats or insulting, gossiping or teasing others with cruelty while I am online or using a computer.
- I will not use technology to create offensive content, or content that is intended to deceive or mislead others.
- I will respect other students' work on the computer. I will not copy, change or remove another student's work from the computer, the school network or the internet.
- I will give credit to authors or sources when using information or ideas that are not my own. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I understand that the use of artificial intelligence tools poses ethical questions. Artificial Intelligence tools can only be used when directed by teachers.
- I will not record or photograph anyone else without their awareness and explicit permission.
- I will only download music software, apps and other works from reputable sources that credit the original creators.
- I understand that things I post may be seen by everyone at school and at home, and that things that are posted on the internet can be seen by everyone in the world.
- I will not share personal information (either my own or another student's), including references to where I live, details about family or friends (including names), my age, birthday, home address or telephone number on the internet.
- I will consider whom I am communicating with and think about how they might interpret my words.
- I will give constructive criticism and comments in order to help people and not to make them feel bad.
- 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 fact-check information before I share it digitally.
- I will not impersonate others or try to trick people into thinking what I wrote was done by someone else.
- I will not use online forums or technology resources to cheat on tests or assignments.
- I will follow the mobile phone and wearable technology guidelines for my grade level.

### **Personal responsibility and safety**

I know that school devices and internet communication tools must be used properly and with respect.

- I will be aware of privacy settings on websites that I visit.
- If I find something that is not appropriate on the internet, I will leave it right away and notify the teacher or a trusted adult, especially if I reached the inappropriate material in the course of completing an assignment.
- I will report any misuse of school-owned computers or the network to a teacher.
- I will take care of any school-owned equipment as if it belonged to me.
- I will respect AISBNET's security measures.
- I will not use a personal hotspot, VPN, proxy, or any other anonymizer programs on school grounds.

### **Learning and curiosity**

I understand that school technology and networks are primarily provided to help support my learning and curiosity.

- I will use technology to support classroom activities or assignments.
- I will only download software from the internet if directed to as part of a lesson.
- I will only log into the computer or network with my own username and password.

### **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 the teacher if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable.
- I understand that using any school technology or network is a privilege I must earn through responsible use. But we all make mistakes. When I do something with my device that is not in line with this agreement, I will let a trusted adult know and ask them to help me make it right. 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.

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.



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- 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.