Student & Parent Technology Use Policy
Last Updated: February 15, 2016

Technology Mission

OSC uses Information Technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provides extraordinary opportunities to explore and use a variety of exciting resources including software, electronic resources, and the Internet.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use and adhere to the expectations at OSC. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

Scope

This policy covers the use of all information and communication technologies - digital and electronic devices, accounts, and facilities accessible by students on the OSC network or through any mobile 3rd party network while on campus. The scope includes privately owned devices, school owned devices, and services. It includes, but is not limited to: iPads, Chromebooks, tablets, mobile phones, laptops, desktops, robotic devices, printers, gaming devices, media players, user accounts, email accounts, and access to any third party service managed by or accessed from the school location.

General Guidelines

1. Use technology while on campus for only academic or school approved activities.
2. Respect and protect the privacy of others and yourself.
    a. Students should only use their assigned network Wi-Fi login.
    b. Never ask or give out any of your login credentials to others.
    c. Do not make audio or video recordings of others without their consent.
3. Respect and protect intellectual properties of others.
    a. Respect all copyrights and protected documents (Please use only legal software and digital media).
    b. Do not use any device for cheating or plagiarism purposes.
4. Respect and follow the OSC Mission Statement as a digital citizen when using technology.
    a. Follow all international law without violating the rights of others.
    b. Communicate with others in a respectful manner.

  c. Report threatening, obscene, or disrespectful content to a faculty member.
5. Respect the integrity, security, and availability of all electronic resources.
  a. Treat all technology on campus with respect as defined in the scope.
    i. Students are responsible for any technology device that they are using.
  b. Access technology devices only when given direct permission from a faculty member.
  c. Use only authorized software, applications, and websites as defined by your teacher or an OSC faculty member during instruction.
  d. Do not misuse the school network for accessing &/or downloading non-academic bandwidth intensive applications &/or files such as movies, videos, music, games, or peer 2 peer networks.
  e. Please respect the network filter controls and do not attempt to bypass any network or Internet restrictions with VPNs/proxy servers or personal hotspots.
  f. Maintain your school osc.lk and osclk.net email accounts by removing unwanted spam and old messages on a regular basis.
  g. Turn in any borrowed technology equipment by the end of the day that a student borrows unless given permission from a technology staff member.
  h. Any technology misuse that does not adhere to this policy may face a temporary or permanent restriction to technology services.
    i. Students are also governed by the student handbook and may face additional consequences as determined by the school Principal.

Bring Your Own Laptop (BYOL) Guidelines (Secondary Only)

1. Bring only approved laptops that meet the minimum specifications as defined by the <u>BYOL Recommendation</u> Policy.
2. Ensure your laptop has installed all OSC required software and web certificates as defined by the <u>BYOL Required Software</u> Policy.
  a. A student's teacher may require additional applications beyond the required software for specific classes or projects
3. Bring your own laptop to school fully charged every day.
4. Never leave your laptop unintended or in playground areas where they may be damaged
5. Ensure your laptop has up to date virus/malware software installed and that software is run on a regular basis.
6. Keep your laptop updated regularly.
7. Check your school provided email, ManageBac, and classroom messages on a daily basis.
8. Use your laptop on school campus for only academic or school approved activities.
9. Backup any important emails or documents before leaving the school. All school network and email accounts will be permanently deleted within 30 days of leaving OSC.

Student Supervision & Privacy Expectations

  Overseas School of Colombo has installed certain content filtering and monitoring related activities with the intent of safe guarding the network and limiting nonacademic related technology activity. Each teacher may set or make additional technology expectations for their classroom that students are expected to follow that go beyond the student technology use

policy. Students should remember that when bringing or using technology at OSC that the sole purpose of the technology program is intended to be used for academic purposes only.

Students should be aware that any technology application, email, document, or website accessed while at school is not considered to be private. Furthermore, there are certain network monitoring applications that have been installed that can potentially detect, limit, and report the misuse of technology, which can include but is not limited to: excessive bandwidth usage, virus/malware detection, gaming applications, VPNs/proxy servers, pornography, offensive material, profanity, cyber bullying, and peer 2 peer activity. Any student who intentionally accesses these types of applications or documents may be held accountable in accordance with the student code of conduct.

Students are strongly encouraged to leave all non-academic content that they wish to remain private at home or to refrain from viewing this content while at school.

Parent Responsibilities

1. Parents are regularly reminded to access ManageBac account for important messages in regards to their child/children's academic progress at OSC.
2. Notify the school level secretary of any parental email changes.
3. Ensure that your child/children at OSC's technology laptops are staying up to date and are adhering to the Student Laptop Recommendation Policy standards.
   a. It is recommended that parents replace the laptop of your child/children every 3 years due to constant technology advancements and standardization changes.
4. Remind your child/children that the Bring Your Own Laptop program is only for academic purposes during school hours on a regular basis.
5. Support the school in implementing the Acceptable Use Policy that is in place for the safe and correct use of the school equipment, infrastructure and internet to the benefit of all students.

School Responsibilities

1. OSC will install management software on student and school owned devices to help implement the requirements of this policy.
2. OSC will provide content filtered Internet access to its students.
3. OSC will make available email services for its students that may be accessible at school and at home.
4. OSC will troubleshoot and support students in a professional and timely manner for most technical and hardware related issues.
5. OSC will regularly provide updates and new applications that are purchased for students
6. OSC reserves the right to review, monitor, and restrict information stored on or transmitted via any school or student owned device, and to investigate inappropriate use of technology resources.

Student & Parent Technology Use Policy

Student and Parent Consent Form

I agree to the conditions set forth in the Overseas School of Colombo Student Technology Use Policy. I understand that technology at OSC is to be used for academic purposes only. This form will need to be turned in every academic school year in order to maintain technology privileges on campus.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Parent Name (Printed): _____

Parent Signature: _____ Date: _____