



Myanmar International School of Yangon
Technology User Agreement for students in Years 7-13

School intranet

- I understand that ICT systems in school, including the internet, email, digital video, mobile technologies are for school purposes only.
- I will not download or install software on school technology equipment.
- I will only log on to the school network with my own username and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will not take a disk or CD from school nor copy school software to install at home.
- When using external flash drives I will get the ICT department to scan these for viruses before using them in the school computers.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

World-Wide Web

- I will be *responsible* for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload, or forward material (including images) that could be considered offensive or illegal, hateful or otherwise objectionable. If I accidentally come across any such material I will report it immediately to a teacher.
- I will use the internet for educational purposes only.
- I understand that among the valuable content online there may also be unverified, incorrect, or inappropriate content and I must be careful before using the same in my homework or research.
- I will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- If I believe a school computer I am using might be infected with a virus, I will alert my teacher.
- I will check twice before clicking on anything I feel is not right.
- I realise certain websites may be blocked and will not attempt to bypass the internet filtering system.
- I understand that any usage, including distributing or receiving information, school-related or personal, may be monitored and logged and can be made available to my teachers especially for unusual activity, security and/or network management reasons.
- I understand that these rules are designed to keep me safe and that if I do not follow them school sanctions will be applied and my parent/ guardian will be contacted.

E-mail, internet communication, social networking and personal safety

- While in school I will not use email for personal reasons; only for educational purposes and by using approved email addresses as authorised by my teacher.
- I will only open email attachments from people I know.
- While in school I will not access Facebook, Twitter, Instagram, Snapchat, YouTube etc without permission.
- I will not use language online that would be unacceptable in the classroom.
- If I see a message, comment, image, or anything else online that makes me concerned for my personal safety, I will bring it to the immediate attention of a teacher if I am at school or a parent / guardian if I am at home.
- I will never share or publicise personal information such as my name, birth dates, phone number, home address or pictures.
- I will not reveal other people's personal details, such as addresses or telephone numbers or pictures.
- I will not arrange to meet someone I only know through emails or other online communication.
- I will not post anything online that I would not want parents, teachers, or future colleges or employers to see.
- I will not post anything online which brings the school into disrepute or is critical of the school.
- I will not attempt to access sites, servers, accounts, or content that isn't intended for my use.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network.

Cyber-bullying

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could physically or emotionally frighten, hurt or bully someone else.
- I will not use another person's identity to trick or fool.
- I will not send or receive any material that is illegal, obscene and/or defamatory.
- I understand that in some cases, cyber-bullying is a crime and that the school will support students, teachers and parents in dealing with this offence.
- I will respect the privacy and ownership of others' work online at all times.
- I understand that any work that I submit as my own can be verified by staff using plagiarism checkers, and that plagiarism (trying to pass someone else's work off as my own) is an offence.

Student personal devices: Mobile phones, laptops, tablets, iPods, cameras, etc.

- I understand that these personal devices are not to be used on school premises unless authorised by a teacher and only at appropriate times, in approved places, for learning reasons.
- I will ensure all such devices are SWITCHED OFF in the school building. Devices in 'Silent' or 'Vibrate' mode are not considered 'off'.
- I may use these devices for emergency purposes (with permission from the teacher).
- I will not connect or attempt to connect to the school's network system (wired or wireless) without permission.
- I understand that noncompliance will result in confiscation of the above mentioned devices.
- I know that my use of ICT will be checked and that my parent/guardian will be contacted if the school has reason to be concerned about my safety. This may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.
- I also understand that the school also reserves the right to monitor my use of school technology systems and report any illegal activities to the appropriate authorities.

User Signature:

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout Myanmar International School Yangon.

Full Name(printed)

Tutor group(printed)

Signature

Date