

Technology Acceptable Use Policy for Students

American International School of Lagos



The American International School of Lagos (AISL) provides students with opportunities to access technology for educational purposes. This is a privilege, not a right, and students are responsible for using it legally, appropriately and responsibly. The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided or set up by the school.

Use of information technology is governed by the values and behavioral expectations set forth in the Student Handbook, and that apply to all other aspects of life within the AISL community.

Respect and Protect the Privacy of Others

- Keep your passwords private. Maintain and safeguard password-protected access to both personal and confidential AISL files and folders and all electronic resources provided by the school.
- Always use your own username and password to access school IT system and always log out of your email accounts, any other online accounts and from school's computing system.
- Always obtain permission before posting or transmitting pictures or recordings of others.
- Leave other people's files alone. Removing, examining, copying, altering, or forging the files of another is no different from stealing, reading a personal letter, or destroying someone's personal property.

Respect and Protect the Integrity, Availability, and Security of all Electronic Resources

- Look after all school technology equipment. Make sure it is not damaged, stolen, or misused.
- Support computer and network security by not interfering with the operation of any computer or network or bypassing restrictions regarding technology use.
- School's Apple ID is ONLY to be used in school's device.
- Use the Internet only for academic purposes. High bandwidth users will be reported to the principal, which can result in privilege revocation.
- Be responsible for the safety and security of your own equipment and devices. Keep laptops and other electronic devices in your locker when not in use. DO NOT leave them in an unattended bag or backpack.
- Students are responsible for making sure their data is backed up on a regular basis.
- URL filtering is maintained in order to keep the internet safe for academic use and to keep AISL computer system and network free from malwares. No attempt should be made to circumvent security measures in place. Contact your teacher should you need access to a site currently blocked by the URL filter. However, AISL does not guarantee access to any websites as some countries block IP addresses from Nigeria.

Respect and Protect the Intellectual Property of Others

- Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, assume that all digital material is copyrighted.
- Use creative commons appropriately.

Respect and Protect the Practices of the Community

- Appropriate language, manners, and ethics are required. Ask yourself, "Will my actions reflect well on me?" and "Will my actions reflect well on the AISL community?"

- Communicate only in ways that are kind and respectful. Inappropriate, unkind, offensive online behavior is not acceptable and may lead to disciplinary action, including but not limited to loss of privileges.
- The posting or transmitting of any inappropriate or offensive words, images, or videos is prohibited.
- The posting or transmitting of false, harmful, or defamatory information is prohibited

Use of School Email

- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Report any unusual activities such as “spam” communications, obscene email, message from strangers to lure into dangerous behaviors to tech@aislagos.org
- Do not send material which is offensive. In particular material which is pornographic, racist, sexist or in other ways in breach of this acceptable use policies is not allowed.
- Do not send mail to “All Students” or any mailing lists created for staffs and teachers.
- Do not send material to individuals in such a way as to constitute harassment. Sending messages to people who have made it clear that they do not want to communicate with you is a harassment. Sending messages which are personally offensive (such as containing insulting language or sexual advances) is not permissible.
- Do not attempt to access someone else’s email or share your account password with anyone, except for your parents.
- If necessary, the school, at its discretion, may retrieve the email contents, freeze or close the accounts at any time.
- The interpretation of appropriate use and future revisions of this guideline are the responsibility of the American International School of Lagos.

Additional Restrictions for Students who Bring Own Devices

- ONLY authorized devices will get wifi access on campus.
- Games, music and videos are not allowed at school at any time unless they are teacher-directed for academic purposes. Violent or offensive content is also prohibited. If you are uncertain about the suitability of content, please ask your teacher.
- Engaging in commercial activities while using AISL’s technology is not permitted. Gambling, political lobbying, and the sending of advertisements, spam, chain letters, or other mass mailings are also prohibited. Requests for potential exceptions to this rule should be proposed in advance for consideration by the school administration.
- Password protect your device and be vigilant about safety.
- Any software installed with the sole purpose of bypassing AISL security policies is prohibited and can result in access revocation and/or suspension.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of learning and activities. These images may then be used in presentations in subsequent lessons or to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. We will also ensure that when images are published the young people can not be identified by their names. The school respects privacy of our community members and will not publish images of members of the school who specifically request school not to do so. Please send such request to tech@aislagos.org. In the request, please make sure to include student’s name and class and state clearly that the image of the child shall not be published in the world wide web.

AISL's Rights and Responsibilities

- AISL is committed to provide a safe online environment to students by using appropriate filtering policy and reinforcing appropriate online behaviors. However, AISL does not guarantee that this is foolproof. AISL believes that both home and school are responsible for educating students about Internet safety.
- AISL makes no guarantee of any kind to provide information technology. The school is not responsible for damages suffered by users, including loss of data, delays, or other problems resulting from use of its technology. Use of any information obtained via such technology is at the user's risk; its accuracy cannot be guaranteed.
- AISL is not responsible for any loss or damage to electronic equipments or mobile devices a student brings to school regardless of what the cause might be.
- Netcom is only responsible for providing solutions to AISL's technology infrastructure and computing system. That service does not extend to student's laptop.
- AISL reserves the right to revoke student access for any reason at any time.
- AISL may restrict students' use of school Internet in order to improve the bandwidth at any time.
- AISL reserves the right to review data stored on student's to inspect student laptop data in the course of a disciplinary investigation.

Consequences for Violations

Any inappropriate use of technology or behavior that does not follow the above guidelines may result in disciplinary action. Students may lose their access to the school's information resources as well as be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software needs to be repaired, restored, or replaced.

Reporting Computing Abuse and Irresponsible Behavior

Abuse and/or questionable behavior should be reported to a teacher or the principal. Reports can also be made electronically by sending an email to tech@aislagos.org. Messages sent to this email address will be forwarded to the principals.

Reminders for Safer Internet Use

- Remember that there is no privacy online. Do not send anything that you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable — at AISL and in the outside world—even after you think they have been deleted. Do not post anything that you would not want future college administrators or employers to see.
- AISL cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to a teacher or the principal.
- When using sites that may be viewed by people outside the AISL community, do not communicate your full name, age, phone number, or other personal information and do not provide such information about other people.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online.



MS & HS Acceptable Use of Technology Agreement

Please fill out and sign both parts of this form and return to Homeroom teacher.

American International School of Lagos Acceptable Use of Technology Agreement

Student Section

As a student at AISL, I acknowledge that I have read the AISL Acceptable Use Policy of Technology, and I understand the rules and restrictions contained therein. I also understand that if I violate any of these rules my computer and Internet privileges may be terminated. I also understand that I could be subject to the disciplinary action as well. I agree to use the AISL computer system and Internet connections in accordance with the rules contained in the Acceptable Use Policy of Technology.

Student Name (Print) _____

Student Signature _____

Grade _____ Date _____

Parent Section

As a parent or legal guardian of an AISL student, I affirm that I have read the AISL Acceptable Use Policy of Technology, and I hereby grant permission for supervised access to the Internet, and to the AISL computer system while my child is a student at AISL. I support AISL use of Internet content filtering as a protection from unacceptable, or controversial material accessible via the Internet. I also understand that, even with a properly functioning Internet content filtering system, it may still be possible for my young adult to access some objectionable material.

I affirm that I have discussed these policies with my student, and I understand that intentional violations will be dealt with by the school administration according to AISL discipline policies.

Parent/ Guardian Name (Print) _____

Parent/ Guardian Signature _____

Daytime Phone _____ Date _____

Parent/ Guardian Name (Print) _____

Parent/ Guardian Signature _____

Daytime Phone _____ Date _____