



Technology Policy

Introduction

At UCSI International School, we recognize the potential of integrating technology to support our program delivery and enhance student learning. Providing students with an environment that fosters and encourages this belief is one of our core values. All members of our learning community are responsible for helping students achieve technological proficiency as we prepare them for the future. Our goal is to promote educational excellence by helping our students become people who solve problems creatively through thoughtful research, collaboration and communication.

Definitions

Technology resources are defined as Internet access, computers and other devices. For our purposes “device” means school computers (laptop/iPad/desktop) and any privately owned wireless and/or portable electronic piece of equipment that includes laptops, notebooks, and tablets/slates. Smart phones are insufficient to meet the academic demands of the course(s), but may be allowed for academic purposes at the teacher’s discretion. No gaming devices are allowed (e.g., Nintendo DS and PlayStation Portable PSP). Devices not listed may be allowed at the discretion of the teacher.

Agreement

All students must read and sign this policy with parent/guardian, and submit this agreement to the academic secretary who will keep these forms as a permanent record.

Terms and Conditions of the Technology Policy

Students who fail to comply with these conditions may lose access to the device and the school network.

1. Students must use the school’s wireless network for network protocol safety and connectivity consistency. Use of personal 3G & 4G wireless connections is not allowed.
2. Students will use their UCSI school email accounts for network access at school. All student email collaboration will be done through the UCSI email accounts.
3. During school hours the student should only use their device(s) to access classroom related activities. In a classroom where devices are used:
 - a. the device is used only for academic purposes
 - b. the device is on the desk and visible to everyone in the classroom
 - c. the device is only used when the teacher prompts students



- d. earbuds/headphones can be required when accessing audio content.
- 4. Students will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means.
- 5. Students will not tamper with, modify, or change the school's technology software or hardware.
- 6. The student must comply with any staff member's request to shut-down a specified device or put the screen to sleep.
- 7. The student may not use any device to record, transmit, post photos, video of a person or persons on campus without their consent, nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
- 8. All forms of cyber bullying are unacceptable. Cyber bullying includes using technology to harass, tease, intimidate, threaten, or hurt another person by posting or sending inappropriate or hurtful messages or images through e-mail, chat, text messaging, or web sites.
- 9. The viewing or distribution of information or material that is obscene, pornographic, sexist, racist or inflammatory is prohibited.
- 10. Using another student's user name/email account and/or password is prohibited.
- 11. The school reserves the right to inspect a students' personal device if there is reason to believe that he/she has engaged in any misconduct while using their personal device.
- 12. Misconduct involving a student's personally owned device or school technology resources may result in a temporary loss of use of the device in school and/or further disciplinary action to be determined by the teacher, Principal, and/or Disciplinary Committee, depending on the severity or pattern of misconduct.

As a student, I understand and will abide by the above policy and conditions. I further understand that any violation of the above may result in the loss of my network and/or device privileges, as well as other administrative disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and he/she understand the responsibility they have in the use of their personal device(s).

Student Name _____

Parent/Guardian Name _____

Student Signature _____

Parent/Guardian Signature _____

Date _____

Date _____