

Abu Dhabi Grammar School (Canada)

Technology Code of Conduct

Abu Dhabi Grammar School Canada (AGS) provides online systems and resources for use by students and staff. This includes individual Google accounts with access to Google Apps for Education including unlimited cloud storage within the AGS domain, as well as laptops, Chromebooks and iPads.

All policies, procedures, codes of behavior, and rules of AGS apply to those using online systems and resources provided by or on behalf of AGS or personal devices used within the school. The "Technology Code of Conduct" pertains to the use of online systems and resources and has been prepared to protect the rights and safety of all.

AGS takes appropriate measures to ensure the security of the facilities and information that may be contained in them. AGS reserves the right to monitor the use of online resources by all that access the systems.

1) Personal Safety Rules

- Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or school) to strangers whom you may encounter online. Likewise, do not reveal such information in a public online forum where you may not know everyone who might see the information.
- Never download an unknown attachment or file (via email, the web, torrent, FTP etc.)
- Never reveal personal information online about someone else unless you have their prior permission and you know the information will not be used for harmful purposes.
- Never reveal your access password or that of anyone else.
- Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- Report immediately to a teacher or administrator any message or request that you receive that bothers you or that suggests personal contact with you.
- Report immediately to a teacher (in the case of a student) or to your vice principal (in the case of a parent or teacher) any situation that you may believe to be an instance of cyberbullying
- Never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.

2) Unacceptable Sites and Materials

- On a global network such as the Internet it is impossible to completely control the content of the information. On occasion, users of online systems may encounter material that is controversial and which other users, parents or staff might consider inappropriate

or offensive. It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, the incident must be reported immediately to a teacher or appropriate authority.

- AGS is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and any further obligations under UAE law or ADEC policy by providing safe schools and workplaces that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites, which contain material of a discriminatory or harassing nature. Users of the AGS On-Line systems will not knowingly access, upload, download, store, display, distribute or publish any information that:
 - is illegal or that advocates illegal acts or facilitates unlawful activity;
 - threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
 - uses inappropriate and/or abusive language or conduct;
 - contains inappropriate religious or political messages;
 - violates or infringes the rights of any other person according to the AGS policies, ADEC policies, or the Canadian Charter of Rights and Freedoms;
 - is racially, culturally or religiously offensive;
 - encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
 - is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
 - contains personal information , images, or signatures of individuals without their prior informed consent;
 - constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
 - solicits any users on behalf of any business or commercial organization without appropriate authorization;
 - supports bulk mail, junk mail or “spamming”;
 - propagates chain letters, or other e-mail debris;
 - attempts to hide, disguise or misrepresent the identity of the sender.

3) Use Guidelines

- All users of AGS on-line systems will do the following:
 - Keep use of online services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents or transferring large files at times of peak system usage).
 - Report to an appropriate authority any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.
 - Ensure that usage is relevant to school-based activities

4) Prohibited Uses and Activities

- All users of AGS on-line systems will not do the following:
 - Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL's) from any source.
 - Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
 - Damage or erase files or information belonging to any person without authorization.
 - Use any other person's account on the system.
 - Cause any user to lose access to the system – for example, by disabling accounts or changing passwords without authorization.
 - Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.
 - Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.
 - Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.
 - Copy, transfer or use files, programs or any other information belonging to AGS for any reason whatever unless the licensing specifically permits such actions.
 - Attempt to subvert the AGS networks by breaching security measures, hacking, accessing records without authorization or any other type of disruption.
 - Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyrighted materials without permission can result in legal action.

5) Consequences

- Inappropriate use of on-line access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

6) Online Publishing

- Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through the facilities of AGS.
- The electronic publication of information using the facilities of AGS is subject to all AGS policies and guidelines.

- Links from an AGS site to outside sites must be carefully selected and are subject to the same standards of content quality as AGS sites.
- A means of contacting the publisher of any collection of information (such as a Web site) must be clearly identified on the opening screen of the collection.
- The information published online must be kept current and accurate with no conscious attempt to mislead the reader.
- Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission.
- The appropriate school or department administrator is responsible for ensuring that all work published is original or has been cleared for copyright with the originator and ownership of the copyright is clearly indicated.
- Advertising on any AGS related electronic publication is subject to the approval of the appropriate supervisory officer.
- All Web pages posted to the Internet must be linked to the official central site of AGS. All Web pages hosted on the AGS site or paid for by AGS are considered property of AGS.

7) Liability

- AGS makes no warranties of any nature or kind, expressed or implied, regarding its online services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on AGS systems for any intended purpose.
- Personal devices (ie. student phones, tablets) are acceptable to bring to school. However, the student is responsible for the safety of the device throughout the day. This does not mean that the student is excused from purchasing or using their required Chromebook (grades 7-12). Personal devices are not meant to be used in the classroom and the school takes no responsibility for the safety of personal devices.

8) Damage, theft or loss to student personal devices

- If a student's personal device is lost, stolen or damaged while it is in an educator's care, the educator will not be held responsible unless the educator purposefully, not negligently, caused the loss or damage. The educator will not be personally financially responsible unless there is proof of purposeful wrongdoing by the school employee. If the employee did steal or harm the device purposefully, the student may be able to pursue a personal claim for restitution by the employee. In most situations, however, the claim will be that the educator negligently failed to protect the device from harm by another person. If a theft or loss occurs while an educator is exercising the discretion to withhold or confiscate a student's device, the educator will have immunity from claims that the educator failed to adequately protect the student's property.

9) Damage, theft or loss to school-owned devices

- If a student acts in a negligent manner they will be held liable for any damages or loss of school property. If the student is acting in good faith and the device is damaged in the course of the normal lesson by no fault of their own they will not be held liable (e.g. earthquake shakes laptop off of desk)
- In the case of the 1-1 Chromebook program, deposits for the value of the device will be kept by the school for the duration of time the device is borrowed. Deductions will be made if necessary from the deposit based on any cost of repairs. Students/Parents will not be charged if the device is faulty or the issue is covered under warranty.
- A school employee will not be held responsible for the theft, loss, or damage of a school-issued technology device if the employee was acting in good faith when the device was harmed. The school may not require an employee who acts in good faith to pay for instructional materials or technological equipment that is damaged, stolen, misplaced, or not returned.
- The school may enter into a written agreement with an employee whereby the employee assumes financial responsibility for electronic instructional material or technological equipment usage off school property or outside of a school-sponsored event in consideration for the ability of the employee to use the instructional material or equipment for personal business. The written agreement must be separate from the employee's employment contract. In addition, the agreement must clearly inform the employee of the amount of financial responsibility and advise the employee to consider obtaining appropriate insurance. An employee may not be required to enter into such an agreement as a condition of employment.