Al Batool Virtual International School
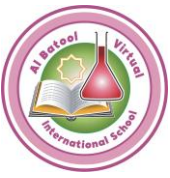
And

Al Forqan Private School

(Virtual American Program)

K-12 Private School
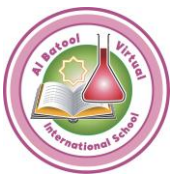
Technology Use Policy

Our information technology resources, including the learning management system, are provided for educational purposes. Adherence to the Technology Use Policy outlined below is necessary for continued access to the school's technological resources.

Students are expected to:

1. Respect and protect the privacy of others.
   - Use only assigned accounts.
   - Not view, use, or copy passwords, data, or networks to which they are not authorized.
   - Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.
   - Observe all network security practices, as posted.
   - Report security risks or violations to a teacher or network administrator.
   - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
   - Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect the intellectual property of others.
   - Not infringe copyrights (no making illegal copies of music, games, or movies).
   - Not plagiarize.

4. Respect and practice the principles of community.

    o   Communicate only in ways that are kind and respectful.

    o   Report threatening or discomforting materials to a teacher or mentor.

    o   Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

    o   Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

    o   Not use the resources to further other acts that are criminal or violate the school's code of conduct.

    o   Not send spam, chain letters, or other mass unsolicited mailings.

    o   Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.
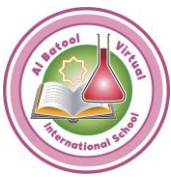
Internet Safety & Respect

✓ Cyber Bullying

Our Schools prohibit harassment, intimidation, and bullying by any means.

This includes but is not limited to electronic, written, oral or physical acts, either direct or indirect, when such intentional electronic, oral, written or physical acts physically harm, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.

This includes, but is not limited to, harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability.

Examples of such bullying include, but are not limited to:
- Sending mean or threatening messages to a classmate via email, IM (instant messaging), or text messages.
- Spreading rumors about classmates through email, IM, or text messages.
- Creating a Web site or social networking page that targets another student.
- Sharing fake or embarrassing photos or videos of classmates with others via a cell phone or the Web.
- Stealing a classmate's login and password to send mean or embarrassing messages from his or her account.

Administration reserves the right to discipline any student for actions taken if they are intended to have an effect on a student or they adversely affect the safety and well-being of student while in school.

Students are expected to:

- Treat each other respectfully, in person and online.
- Refuse to cyber bully or let others be cyber bullied.
- Refuse to participate in or encourage any form of cyber bullying.
- Report cyber bullying to learning coach, teacher or administrator when you become aware of it.
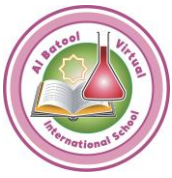
✓ Online Netiquette

Netiquette means NETWORK ETIQUETTE: the do's and don'ts of online communication or general guidelines for good cyberspace behavior. Communication online can occur via discussions, blogs, texts, chats, emails or online synchronous sessions. Our top ten rules or expectations for online courtesies during any communication you have with staff and students while enrolled at our schools are listed below.

Rule 1: Remember the human

Rule 2: Adhere to the same standards of behavior online that you follow in real life.

Rule 3: Know where you are in cyberspace.

Rule 4: Respect other people's time and bandwidth.

Rule 5: Make yourself look good online.

Rule 6: Share expert knowledge.

**Rule 7:** Help keep flame wars under control.

Rule 8: Respect other people's privacy.

Rule 9: Don't abuse your power.

Rule 10: Be forgiving of other people's mistakes.

✓ Communication Rules

In addition to online netiquette, there are expectations we have for students regarding written communication. Communication contributes to the relationship between a teacher and student and among students and therefore essential to the success of all students.
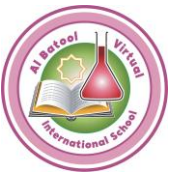
✓ Students are expected to:

- Be concise and to the point.
- Use proper spelling, grammar & punctuation.
- Avoid attaching unnecessary files.
- Do not write messages using all CAPS. All CAPS is like shouting!
- Read your message before sending and make any necessary corrections.
- Use a meaningful subject.
- Include all necessary details so the recipient of the message understands what you are trying to communicate.

- Avoid abbreviations and emoticons.
- Do not use profanities or obscenities in any communications.

Violations of these rules will result in a reprimand from the administrator or teacher. If informed and re-informed of email netiquette, then student will be required to correct email messages and resend.