

International Schools Group-Yanbu

PO Box 30039, Yanbu Al-Sinaiyah
Kingdom of Saudi Arabia 50057
Tel: 966-4-392-1088 Fax: 966-4-392-1075
www.isgyis.org



Norma Hudson
Superintendent



Paul Thompson
Principal

Responsible Use Policy and Contract (Middle and High School) 2011-2012

Yanbu International School uses Information Technology as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. The school's technology infrastructure and network provides many opportunities to explore and use a variety of exciting resources including software, electronic resources on CDs, and the Internet. In order to make these resources available to everyone, the school expects students and staff to use the technology in a way that is consistent with our educational mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand appropriate use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

Technology User Guidelines

- a. Respect and maintain school property.
 - Students are expected to use all technology equipment carefully.
 - Food and drink is not permitted in the three computer labs.
 - Any electronic device brought onto an ISG campus must have up to date antivirus software installed
- b. Printing control

Printing is strictly controlled at Yanbu International School in order to maximize printer and ink resources and to minimize paper use. Special print monitoring software will keep track of the number of pages each student prints at school. Students are encouraged to print hard copy homework assignments at home, both to save on school resources and to also help with students' time management skills.

Students may use color printing on school printers only with permission from teachers or librarians. Color printing should be reserved for special purposes.

Yanbu International School Mission Statement:

Yanbu International School, a K-12 college preparatory institution, is committed to providing the highest quality U.S.-based education. Dedicated professional educators will empower our community of multi-national students to achieve their wildest dreams in a world increasingly without borders.



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Teachers should consider how projects and assignments might be presented digitally to promote environmental awareness, or hand-drawn to encourage creativity and eye-hand skill development.

c. Online courses

As YIS moves towards adapting requiring becoming all students to complete a full online course for graduation, we encourage teachers and students to operate within a blended classroom. In blended classrooms, parts of the face-to-face class are delivered using the Moodle platform, including teacher-student-parent communication, class resources, assignments, both assigned and graded, and other final assessments. The graduation requirement is important as a vast majority of Western universities now require online coursework for graduation. We believe students should be accomplished online learners and content producers.

d. Maintain integrity and lawfulness.

In order to insure the integrity of the school and continued access to licensed software, users may not use the school's technology network for illegal purposes or for any other activity prohibited by Yanbu International School.

e. Educational focus

As a mission driven school, the internet should be used to promote the instructional mission of YIS.

The Internet should be used for the following:

- Researching
- Communicating
- Web-based learning applications
- Responsible social networking
- Educational learning networks

Online gaming and downloading music/videos/software from the internet is permitted only with teacher permission and should serve an educational purpose.

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Using computers for the following activities is not permitted during class time, except as a part of an assigned class activity, or with teacher's permission.

- Listening to music
- Watching movies or videos
- Instant messaging and joining chatrooms

f. Respect privacy and others' property.

Computers are tools that supplement our daily life and learning. Like any other resource tool, they deserve respect and responsible use.

Forgery

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used in an academic work, must be properly cited, including information from the Internet.
- There should be no copyright law violations with regard to software or Internet-based information. Copyright information is available in the library as well as the computer labs.

Privacy

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Accessing other people's accounts in any form is not allowed.

Etiquette

- Any online communication should be something you could say in person: this includes emails, instant messages, digital images/videos, or web postings.
- Use only those school networks which you have legal access to (your student profile and certain shared drives to which you have permission.)

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- Be aware that anything posted on the internet is permanent.

Cyber-Bullying

- Derogatory, obscene, or otherwise inappropriate e-mail exchanges, instant messages, digital images, or web postings are prohibited.

Security risks or violations should be reported to a teacher or network administrator.

g. Appropriate use of the Internet.

As a mission driven school, technology users may not access portions of the Internet that do not promote the instructional mission of YIS. Although the Internet can provide access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, and the like) that is inconsistent with YIS's mission, any school technology user may not access, store, share, or display such information.

h. Monitored Use

Please understand that email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.

i. Consequences

Deliberate attempts to violate YIS's acceptable use guidelines, or compromise, degrade, or disrupt system performance will result in restricted use of computers at school or other appropriate consequences.

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