

Qatar Academy

Responsible Use Guidelines for Information and Communication Technology

Qatar Academy 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 extraordinary opportunities to explore and use a variety of exciting resources including software, electronic resources, 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 responsible 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 property and data.**

Each user is responsible for his/her own digital property, and should treat and use it responsibly and appropriately. This includes laptops and other digital devices used in the learning process. Qatar Academy will take no responsibility for stolen or lost devices, including lost or corrupted data on the devices. Users are also responsible for treatment of school-owned devices and are cautioned about having food or drink around while using them. Any laptop or mobile device that is thought to be lost or stolen must be reported immediately to the Senior School Office and a Mobile Computing Theft/Loss form completed.

b. **Maintain bandwidth and battery power.**

Students should strive to maintain appropriate bandwidth for school-related work and communications, and to assure that, when using laptops their batteries remain charged for instructional use.

c. **Maintain integrity and lawfulness.**

All use of technology must be in support of and consistent with the purposes of Qatar Academy. It is the user's responsibility to keep all inappropriate materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school's technology.

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 Qatar Academy. Using computers for non-instructional activities is not acceptable during class time. This may include listening to music, watching videos, instant messaging and chatting, or accessing other non-curriculum websites.

d. **Respect privacy and property of others.**

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail or other electronic documents or private spaces of other users or deliberate interference with the ability of other users to send/receive email is prohibited.
- Network users may not knowingly upload images or other multimedia of people at Qatar Academy without specific permission from that person.
- Derogatory, obscene, or otherwise inappropriate email exchanges, instant messages, digital images, or web postings of all types are prohibited.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of

another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.

- Any information obtained through research on the Internet and then used in academic work must be properly cited.
- There should be no copyright law violations with regard to software or Internet-based information or multimedia.

e. **Responsible Use of the Internet.**

The Internet is a worldwide network of individuals, groups, communities and organizations linked by computer and telecommunication lines. Teachers and students use the Internet to locate information, communicate and collaborate with others in Qatar or in other areas of the world and to share learning via online ePortfolios. Students use the Internet for educational purposes in curricular projects and research with the assistance and/or guidance of their teachers.

Technology users may not access portions of the Internet that do not promote the instructional mission of QA. The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that may be inconsistent with QA's mission. Users may not access, store, share, or display such information.

f. **Email**

The primary purpose of QA Outlook email is for school related communication that serves the teaching and learning at Qatar Academy.

- Students are to check their school email account at least once a week, once a day is preferable.
- Students are requested to clean out unwanted mail and not allow the mailbox to get full.
- Students may not send an email to (or "spam") a class, an entire grade level, or any group within the school.

g. **Beyond Email**

Students in the Senior School will have a personal Qatar Academy wiki (online space for publication and sharing) for their ePortfolio. This will be developed and maintained throughout the year and provide a place for students to share their learning through projects and reflections. Other online spaces and educational networks fostering social community learning may also be used. In all cases students are to maintain a high level of digital citizenship by being aware of these guidelines:

- Account login information is never to be shared with anyone else
- Images and videos of other people in the school are not to be uploaded without permission
- Collaborative online work must respect the integrity of another persons authorship

Monitored Use

Email and any other use of the electronic communication systems and online spaces 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.

Digital Citizenship Guidelines

1. Always remember to never give out personal information about yourself like your last name, address, or phone number.
2. Always remember to never agree to meet in person with anyone you have met online unless you first have parental approval and are accompanied by your parent or guardian.
3. Notify a teacher or adult immediately if you receive a message that makes you feel uncomfortable, is offensive or if you encounter any other material that violates these Responsible Use Guidelines.
4. Always be a responsible digital citizen and treat others with respect and kindness. No cyber bullying, name calling or other inappropriate digital behavior will be tolerated.

Student Responsible Use Guidelines for Information and Communication Technology Agreement

This agreement is to be signed by students and parents and returned to the school's main office.

I understand that the school's technology infrastructure and network provides extraordinary opportunities to explore and use a variety of exciting resources. While I have access to the network and while I am using technology tools, including my own such as a laptop or other mobile device, I will follow the guidelines as stated in the Responsible use Guidelines for Information and Communication Technology.

I understand that if I break this agreement, I may be prevented from using the school's technology resources for a period of time. In the event of extreme breaches of the Responsible use Guidelines, my immediate expulsion could be recommended to the Director's Office.

Student Name - Please Print

Homeroom Class

Student Signature

Date

Parent Responsible Use Guidelines for Information and Communication Technology Agreement

I have discussed with my son/daughter the contents of the Qatar Academy responsible use Guidelines for Information and Communication Technology.

I understand that the school's technology infrastructure and network can provide students with valuable learning experiences. I understand Qatar Academy makes every effort to provide a safe, secure and monitored learning environment but that the student is responsible for his or her behaviour at all times. I understand and agree with Qatar Academy that students who do not follow the responsible use guidelines may be prevented from using the school's technology resources for a period of time. I also understand that in the event of extreme breaches of the guidelines, the immediate expulsion of the student could be recommended to the Director's Office.

Parent/Guardian Name - Please Print

Parent/Guardian Signature

Date