INTRODUCTION
At CDNIS, students are provided with technology to work on assignments, conduct research, and communicate with others for school related activities. When using technology, as in all other areas of life at CDNIS, we are guided by the attributes and attitudes of the IB Learner Profile. This means that we demonstrate responsible, caring and principled behaviour at all times.

As defined in this policy, the term “technology” includes, but is not limited to, computers, network services, mobile telephones, digital and video cameras, printers, scanners, and projectors.

RATIONALE
The Acceptable Use Policy establishes the general guidelines for appropriate and legitimate use of Information and Communication Technology at CDNIS.

POLICY
Members of the CDNIS community will use technology for educational and school related purposes.

Security, Privacy, Health and Safety
Whether communicating with others in the playground or on the Internet, it is important that students understand the impact of their decisions and act responsibly.

Teachers and parents both play important roles in making sure students understand how to keep themselves safe and secure in digital environments. Ultimately, it is each student’s responsibility to conduct him or herself in a manner that ensures safety and security for all.

• Personal information such as complete names, addresses and telephone numbers should remain confidential when communicating online. Students (age 16 and below) should never reveal such information without permission from a teacher and/or parent/guardian.
• Media such as photography, video, podcast, etc. with personal information should not be uploaded online.
• Students should never make appointments to meet people in person that they have contacted online without parental permission.
• Students should report any information or messages that they find inappropriate to a parent, guardian, teacher, or administrator.
• Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a student provide their password to another person. However, students (age 16 and below) are expected to provide their passwords to their parents/guardians.
• Students should not encrypt files or communications.
• Student should not attempt to gain unauthorized access to the CDNIS network system. This includes attempting to log in through another person’s account or misrepresenting other users on the network; accessing or modifying files other than their own.
• Although, educational games are valuable tools for learning, students are not permitted to play non-educational computer game (or other digital devices) during class time.
• The playing of violent games at CDNIS, computer-based or otherwise, is strictly prohibited.
• It is the intent of CDNIS to ensure the privacy of all data including email communications and student records as well as all other records maintained on school information systems in compliance with the requirements of Hong Kong Privacy Regulations.
• The use of photographs or other forms of media that negatively represent an individual is prohibited.
• Being a member of the CDNIS community, you give consent to the use of your image, audio and video recordings for educational and school related purposes only. All other use is strictly prohibited and consent must be obtained from the individual.
• For your own health when using a computer, the screen should be lower than and at least 18 inches from your eyes.
• Always maintain proper posture while working on a computer.
• Always secure your notebook in its case when travelling to and from school, and when carrying your notebook between classes on campus.
• For the safety of yourself and others, do not open and use your notebook on public transport or on the school bus.
• It is recommended that parents/guardians purchase insurance to cover the cost of repair or loss of their child’s notebook.
• The notebook is meant for student use. It is not meant to be a family computer, or to be used by siblings in any way that would compromise the student’s ability to complete schoolwork.
• Parents are responsible for supervising student Internet use while at home. The filtering services we implement on the CDNIS network do not transfer to home or outside use.
• Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
• At times, CDNIS teachers may need students to use Internet resources that will require them to give personal information such as their names and email addresses for registration purposes.

Notebook Care
Keeping your notebook safe is your responsibility. Use common sense. Damage caused to your notebook due to negligence is not covered by the Apple Care Warranty and may not be covered by your insurance.

• Take care of your notebook, power charger and accessories at all times - recognize that it is an expensive learning tool, treat it with respect, and take special care to keep it from being damaged or used inappropriately. It is recommended that you engrave or label your notebook, power charger and accessories so that they can be easily identified.
• Use your notebook on a flat, stable surface.
• Carrying an open notebook is not using common sense.
• There should never be any food or drink around your notebook either at school or at home.
• Inserting foreign objects (e.g. paperclips, pens) into the ports (openings) of your notebook will cause damage.
• After shutting down/powering off your notebook, you should gently close it from the top center of the screen.
• When not in use, your notebook should be put to sleep, and gently placed in the storage sleeve.
• Never leave your notebook computer unattended anywhere, at anytime!
• Secure your notebook at all times and do not use anyone else’s notebook without permission.
• All students are to leave their notebooks in their lockers when attending PE, sporting practice and other physical activities unless asked otherwise by the teacher.
• Do not use water or other cleaning solutions on your notebook.
• Wipe the surfaces of your notebook lightly with a clean soft cloth. Always avoid touching the screen.
• When cleaning is necessary, ask a teacher or a parent for assistance.
• Make sure hands are clean before using your notebook.
• When any cable needs to be connected, be sure to line it up correctly when inserting and removing.
• Move carefully around classrooms while cables are connected to your notebook.
• Pressing against the screen will break it; therefore, do not store your power adaptor and notebook in the same compartment of your notebook bag.
• Keep your notebook closed and safely stored away when on the school bus.

Charged Battery
As responsible global citizens, we are guardians of the environment. The proper use of notebook batteries is an important way for us to reduce the potentially negative impact we have on the environment.

The proper care and maintenance of a notebook battery is essential to ensure its long life. It is the responsibility of every notebook user to take care of the battery. Obtain more information about the proper care of your battery at http://www.apple.com/batteries/.

Students are responsible for the maintenance and charging of their notebook battery. To ensure productivity, students are expected to come to school every day with a fully charged battery.

• Students are not permitted to leave class to tend to an expired battery.
• An expired battery is not an acceptable reason for not completing classwork, or for missing a test.
• Initially, the battery charge should last up to four hours. In time, the battery life will diminish. Digital media like videos and sound files drain the battery more quickly than a text editing program. Students should avoid using the battery when playing videos and sound files.

Data Backup
Students are responsible for all of their files, and they must maintain a current backup of their schoolwork. Losing files is not an excuse for missing deadlines or for not submitting work.

• You are advised to back up your files regularly. Additionally, data may be burned to a CD or saved to an external hard drive. Consider using the Apple backup solution, Time Machine, available on your notebook.
• An Ethernet connection for students to save their files to a network storage location is provided in classrooms as well as the LTT office.
• When saving to the school network it is necessary to connect your notebook using an ethernet cable. Backing up files through the wireless network is not permitted.
• CDNIS can provide training on backing up files to parents and students upon request.

Lost/Stolen Notebook
Never leave your notebook computer unattended anywhere at anytime! If your notebook goes missing at school, you should do the following:

• Tell your teacher immediately.
• Report the loss to the LTT Department on the 7th floor.
• Report the loss to the Main Office.
• Check Lost and Found.
• Check the MacHub on the 7th floor.
• If your notebook cannot be found, fill out the “Lost Property Form” in the Main Office for police and insurance purposes.
• If your notebook is insured you will have to complete a claims form with your personal insurer.

CDNIS will assist by doing the following:
• Conduct a local investigation.
• Review security camera videos.
• Have an open line of communication between LTT, Senior Admin, student, and parents.
Any notebook left unattended will be confiscated and brought to the LTT Department for processing. The following steps will be taken:
1. Student’s name and class will be recorded.
2. Parents will be informed.
3. Principals will be informed.

Starters/Leavers
Students in Grades 5-10 (up to Grade 12 in August 2010) entering CDNIS are required to own a notebook that meets the technical specifications published by CDNIS. Parents are also required to pay a CDNIS Technology Fee. This fee covers the cost of digital resources and/or other materials that support the curriculum. Each grade has a unique software and hardware bundle; therefore, the fee is grade specific.

For previously purchased notebooks, parents can purchase the Extended Apple Care Program that is available to notebooks that are still in their 1st year of warranty.

When students leave the school for any reason, notebooks must be re-imaged to reflect licensing agreements. Re-imaging is a process that returns the notebook to its factory settings, including the original operating system and bundled software.

Students leaving CDNIS must adhere to the following steps:

1. Inform the Admissions Office of your last day in school.
2. The Admissions Office will issue a letter regarding the re-imaging process.
3. Take the notebook to the MacHub on the 7th floor for re-imaging.
4. The MacHub technician will contact the Admissions Office when the re-imaging is complete.

Technology Fee and Image
The Technology Fee is an annual fee that covers the use, not purchase, of software. In addition to software, the fee may include accessories that become the property of the family i.e. a hard plastic case. Please refer to the grade specific order form for details. The retail purchase of the software titles themselves would be in excess of $15,000. CDNIS can access educational and quantity discounts for minimal cost to parents and the school. This is a significant discount from the recommended list price.

Most software applications covered in the Technology Fee move from year to year with the student. After the initial Technology Fee payment any subsequent fee will be minimal. This means that a child does not pay the full fee each year. In very few cases applications are licensed on a yearly basis. When this happens it will be reflected in any subsequent Technology Fee payment.

Software in the Technology Fee does not constitute ownership of the applications. When a student is withdrawn from the school the applications must be removed. This is an expectation of the school and of the conditions of use.

An image is a list of software including the operating system and the applications that are installed on the notebooks. The image is created and managed by CDNIS. It is important that the image is not altered in such a way that negatively affects the management of the notebook by the IT department.

Parents and older students can install additional software on the notebook, as they feel necessary. Any additional software must be appropriate for the school environment and must not infringe on the productivity of the classroom setting.

In order to achieve consistency of software on student computers, the IT department may periodically re-load the image on the notebook. This means students have to keep regular back-ups of their data.
Online Etiquette
Online etiquette is an important aspect of proper behaviour and is consistent with the IB Learner Profile.

When using the Internet, email or messaging:
• Be polite and think before you communicate your message.
• Deal with sensitive topics face to face if possible.
• Use proper language and punctuation.
• Use a meaningful subject line entry.
• Do not abuse, vilify, defame, harass, degrade or discriminate (on the grounds of, for example, sex, race or disability etc.)
• Do not spam or mass mail (more than 10 simultaneous emails), or send chain mail.

Plagiarism
• Plagiarism is taking the ideas from any sources and presenting them as if they were your own. Sources include, but are not limited to, text, images, videos, and sound files.
• Students, teachers and administrators are expected to properly reference all sources.

Copyright
• Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains guidelines for appropriate use of that work, then users must follow the express requirements. Users are to respect the rights of copyright owners.
• Users are to follow the “fair dealing” exemption in the Hong Kong Copyright (Amendment) Ordinance 2007. http://www.ipd.gov.hk/eng/education.htm
• Users should assume that all materials published on the Web are protected by copyright law unless explicitly stated otherwise. If a user wishes to use material from another webpage in one of their own pages, then they should create a hyperlink pointing to the material rather than copy it. It is recommended that the permission of the owner of the other webpage be sought prior to creating links to their pages.
• Software must not be copied without the express permission of the copyright owner. Authorized users must respect and abide by the terms and conditions of software use and licenses.
• In addition to CDNIS supplied software, only legally obtained software is to be placed on your notebook. This is software that has been purchased by you or your parents which does not interfere with the operation of the CDNIS pre-installed software.
• CDNIS reserves the right to remotely audit student notebooks to ensure license compliance.
• So that CDNIS can provide a safe and appropriate learning environment, protect the integrity of our network, and ensure that the software used in CDNIS is legal, only school authorized applications are allowed to be on the network.
• CDNIS respects international copyright laws. Therefore, it is illegal to download, copy media (books, music, movies, etc) without the express permission of the owner.

Classroom Management
It is our goal at CDNIS to provide digital environments that build character, enrich play, guide learning, and encourage positive socialization. The proper management of a digital classroom requires teachers to be competent users of technology as well as being cognizant of 21st century information literacy skills.

• Be familiar with CDNIS’ definition of Information Literacy.
• Provide opportunities for students to engage in creative problem solving and production.
• Younger students require teacher guided web searches whereas more experienced students may benefit from learning to manage their own web searches.
• Be prepared - test the technology before you try it with students. Do it, use it, try it yourself first.
• Move around; be actively involved when students are working on their notebooks.
• Actively engage in the development of digital resources.
• Actively participate in technological training and professional development.
• Use a variety of learning and teaching technologies to deliver the curriculum and engage learners in higher level thinking as described in Bloom’s Digital Revised Taxonomy.
• Infuse technology into classrooms mindful of the IB learner profile.
• Share and work collaboratively with colleagues.
• Determine with your grade/discipline team the appropriate amount of time students should use their notebook in or outside the classroom.
• Providing students with an extension cord/power bar for charging notebooks is at the discretion of the classroom teacher. Power cables extended across the classroom pose a significant safety hazard.
• Storing and removing notebooks from purpose built storage units can be hazardous to students and should be supervised by an adult.
• CDNIS has installed a school-wide Internet filter to protect the community from inappropriate content. Teachers can contact the IT department to have a site unblocked.

Home Management
A successful infusion of technology is a community’s responsibility. Parents play an essential role in the educational use of technology at home.

• With your child, set clear family rules and guidelines for the amount of time your child can use the computer, gaming devices, telephones, televisions, and other technologies.
• Be mindful of the content on websites, games, movies to ensure that they are age appropriate. If necessary, use an Internet filter.
• Children age 16 and under should give all passwords (notebook account, email, social network, etc.) to their parents.
• Children age 16 and under should not be using computers in their bedrooms or other private spaces. Children should be working where an adult can supervise them.
• If necessary, parents have the option to use parental control to regulate their child’s use of the computer.

Consequences
A breach in the Notebook and Network Acceptable Use Policy would involve an action that undermines the values, beliefs and mission of the CDNIS learning community. Such breaches will be treated seriously; the physical and emotional safety of the learning environment at CDNIS is of paramount concern.

Any issues deemed to be harmful to the safety of yourself and/or others including inappropriate content or actions, harassment or anti-social behaviour, will constitute serious misconduct. CDNIS will respond accordingly in order to ensure safe and acceptable use by all. An appropriate consequence will follow.

Each incident will vary in scope and impact. Where necessary, some or all of the following actions will take place.

• Clarification of the Acceptable Use Policy.
• Verbal and written warning.
• Supervised access to network services.
• Suspension of some access and network services for a period of time.
• Suspension of all network services and access.
• Referral to a school counsellor.
• Community service.
• Suspension from school.
• Review of school enrolment.
• Involvement of legal authorities.