Vilnius International School
Electronic Device Acceptable Use Policy

Statement of Purpose

Information technology (including hardware, software, and online resources) at Vilnius International School (VIS) is intended for use as an educational tool to support the instructional program and further enhance student learning.

VIS provides students with access to the VIS computer network and the Internet, and supports the use of personal devices at school (*Bring Your Own Device* policy is posted on the VIS website) with the goal to facilitate access to resources, improve communication and encourage innovation.

A key aspect of the technology program at VIS is to teach, promote, and reinforce proper use of technology. Students at VIS are to use technology in a RESPONSIBLE, RESPECTFUL, and SAFE manner in accordance with the school mission, core values, and code of conduct. It is expected that all students will be responsible users of technology at all times, on school grounds and at home.

Terms of Agreement

VIS regards access to school computers and other devices as a privilege that carries with it responsibilities on the part of the students, parents, and teachers. In order to successfully manage their use, all parties are expected to use technology responsibly, respectfully, and safely.

As responsible users, students are expected to:

1. **Respect the privacy of self and others:**
    - Keep passwords and login information private and will only use my own accounts.
    - Protect personal contact information and that of others, such as full name, home address, phone number, or any other information of a personal nature.
    - Never give out any personal information about myself or anyone else while online.
    - Alert the teacher if anyone ever requests personal information about me while online.
    - Refrain from chatting with anyone on the Internet during class without permission of the teacher.
    - I will only use the device designated for me; I will not use anyone else's device without express permission from my teacher.

2. **Respect and protect the intellectual property of others:**
    - Obey international copyright laws and not participate in the making of illegal copies of music, games, movies, or written work belonging to others.
    - Plagiarize when conducting research online.
    - Review the VIS Academic Honesty Policy.

3. Respect and practice the principles of community:
- Use appropriate language when writing to anyone online.
- Refrain from using any form of electronic communication to disrupt, harass, frighten, intimidate, or bully or disrespect anyone. (This includes email, ManageBac, YouTube, Facebook, Skype, Instagram, and any/all forms of electronic communication at school or at home). See also VIS Behavior Policy.
- Close the window and alert my teacher or other adult if I access a site or receive a message that is inappropriate or makes me feel uncomfortable in any way.
- Use electronic devices only for school work during class time.
- Display only appropriate messages, pictures, music, or any other media.

4. Respect and protect all electronic devices and materials:
- Use electronic devices only during class, and then only with permission from my teacher. (PYP – After 2:45pm devices may be used for personal reasons; Upper Schools– device may be used during breaks and outside the classroom.)
- Be responsible for the safekeeping of the devices I bring to school and those I use while at school.
- Take proper care of school equipment at all times. Recognize that laptops, tablets, computers, cameras, etc. are expensive learning tools, and treat them with respect and take special care to keep them from being damaged.
- Report any damage or problems with a school owned device immediately.
- Return school laptops or tablets to the charging carts after use.
- Carry the laptop in the closed position when moving around the classroom or hallways.

5. Respect collaborative practices:
- Never photograph or video anyone on the VIS premises without their *explicit* permission.
- Recognize that we cannot publish images/video of anyone aged 12 years or under without signing a parental consent form.
- Use only equipment, user accounts, and shared folders that are assigned to me.
- Discuss and agree on any changes made to the work when using technology to work collaboratively on projects with other students.
- Make sure I only print what I need.
- Not attempt to store anything on school laptops or tablets.
- Understand that the network bandwidth and printer paper/toner are shared and limited resources.
- Use language appropriate to the school environment when communicating in an online environment.

Consequences

Infractions of the VIS Acceptable Use Policy will result in the suspension or denial of access to the school network and/or computer lab facilities, school tablets, and/or permission to use personal devices on VIS property. Continued infractions may result in consequences outlined in the VIS Behavior Policy.

Classroom teachers will immediately handle incidents of a less serious nature. More serious incidents will be referred to the appropriate administrator and handled in collaboration with homeroom teachers and parents. *The consequences of misconduct or damage will be appropriate to the incident.* If a student damages any electron device belonging to the school or other persons in school (phones, tablets, laptops, computers, etc.) accidentally or as the result of careless/unsafe behavior, it is the responsibility of the student concerned. Parents will be required to pay for repairs to, or replacement of, damaged devices.

Since the electronic environment is changing continuously, this policy will be reviewed and updated as needed. As not all situations can be foreseen, it is up to the school to make decisions about student use of electronic devises based on the circumstances and the decision of the school is final.