



AMBRIT Rome International School E-Learning and Technology Policy

Effective as of 18th October 2010

Ambrit's school-wide network provides a high-speed connection to both the **AMBRIT ROME International School** intranet, as well as to the Internet.

These services are offered for **educational purposes only**, and therefore the School would like to take this opportunity to outline its **E-Learning and Technology Policy**.

Ambrit provides Internet services, software and hardware solely for educational use.

Network and Internet Rules

Access to the Internet and the **AMBRIT ROME International School** network is a privilege, not a right. The following rules and sanctions apply to **all** users of the **AMBRIT ROME International School** network.

Network etiquette:

- Be polite and use appropriate language in all communications.
- Remember to log out of your personal accounts before leaving a computer.
- If you have connected to another computer, remember to disconnect before leaving your computer.
- DO NOT change names/locations of documents intended for general access.
- Save your documents in a personal folder. DO NOT save to the desktop.

Documents on Ambrit's Network

Users of the Ambrit network are responsible for their own documents and files. The technology department accepts no responsibility for lost, damaged or stolen documents. Staff and students are reminded to save documents in an accessible location.

Media files on school computers

Music and other media files may be downloaded solely for educational purposes. Students must obtain permission from a teacher before downloading any material onto the network. The downloading of copyrighted material is NOT acceptable at any time on the network. Any user found to be violating these guidelines will be disciplined.

Installation of applications on school computers

Please do not download or install applications on school computers. Requests for programs/applications should be made directly to the I.C.T. department.

Internet Use at Ambrit

The Internet is provided to staff and students as a valuable tool to support teaching and learning at Ambrit. The following guidelines apply:

- At no time is a student to be left unsupervised while using the Internet.
- All of Ambrit's Internet traffic is monitored for appropriate content.
- Any attempt to view inappropriate material will result in loss of network privileges.
- All users are advised that computer systems are school property and may be inspected or monitored at any time if misuse is suspected.

Social Networking

Social networking sites and services include, but are not limited to: Flickr, YouTube, Google Video, Blogs, Facebook, Podcasts, and others.

Social networking may be used at Ambrit to promote student learning and/or to display student achievements.

The following rules must be followed:

- Images of students must abide by the guidelines displayed in this document (see below).
- Online etiquette must be followed.
- Threatening, harmful or hate messages are not permitted.
- Messages, groups, images or other media that defame Ambrit or its staff or students are not permitted.
- Teachers must inform the principal and the director of any inappropriate behaviour that they see online. This includes, but is not limited to cyber bullying (see below), inappropriate photos, underage users and inappropriate content.

Facebook

Staff must maintain a professional relationship with students online. Therefore, staff are not permitted to have current Ambrit students as friends on their personal Facebook account.

Teachers wishing to use Facebook as a learning or communication tool must use a separate account that has tight privacy settings. Furthermore, staff using Facebook should ensure their [privacy settings](#) are up to date in accordance with this policy. Staff are not to respond to friend requests, comment on photos, reply to private messages or engage with students in a non-school related manner.

Staff must inform their principal and the director if any student under 13 years of age is found to be using Facebook or posting inappropriate material.

Students should maintain online etiquette in all communication among other members of the Ambrit community and in general.

Cyber bullying

Cyber bullying is defined as "the use of technology to harm, hurt or threaten others." Ambrit takes a very strong stance against all forms of bullying, including cyber bullying.

Cyber bullying may include, but is not limited to:

- posting harmful messages;
- posting / sharing images or videos without prior consent;
- stealing others' passwords or information;
- threatening others via social media, email or text;
- creating fake usernames or emails.

Students found to be cyber bullying others will be dealt with in accordance with the school's existing [behaviour policy](#). This may include suspension or expulsion.

Online streaming services

Ambrit provides access to the Internet solely for educational purposes only. The streaming of online radio, video or movies that are not educationally focused is strictly prohibited, as such media drastically slows down the network performance.

Limits on Internet services

The Internet provides connections to other computer systems all over the world. Users must understand that Ambrit does not control the content of the information found on those other systems. Users must display appropriate caution when using the Internet; any attempt to view inappropriate material will result in the loss of privileges. Users must report any accidental or inappropriate access.

Ambrit accepts no responsibility for loss of data or services of its users while using the Internet at Ambrit.

E-mail

Staff are provided an email address at Ambrit. Staff emails are to be used only for school related purposes. Staff are not to use their Ambrit account for personal advertising or to forward spam, junk or other unrelated emails. Staff are reminded about network etiquette when sending emails. Please consult Ambrit's [e-mail policy](#) for more information.

Online Auctions / Purchasing over Internet:

Staff members who purchase goods/services over the Internet do so at their own risk. The school will not accept responsibility for loss, financial or otherwise, and/or damages resulting from online transactions.

Photos of Students

Ambrit takes pride in displaying and recognizing the achievements of its students. As a result, children may appear in photographs, videos or other media that promote student achievement. Students' surnames are never to be used, nor their picture be matched to their name.

Printing

Ambrit provides printing and photocopying services to its staff free of charge. However, staff are reminded to be vigilant when printing and only print when absolutely necessary. There is a colour printer available to all staff located in the I.C.T. lab. Acceptable colour printing can include:

- * Pictures, headings, labels etc that will be used all year
- * Classroom resources that can be laminated and reused
- * Photos that are of a small size (10cm x 15cm or smaller) for use on display boards
- * Portfolio examples (if colour is necessary)

The following should **NOT** be printed to the ICT lab:

- * Class sets of worksheets / newsletters
 - * Photos to give to parents/staff/students as a gift
 - * A4 or large photos
 - * Emails
 - * Anything in black and white should be sent to one of three photocopiers
 - * Anything that can be displayed on the Smartboard (internet sites, worksheets, information etc).
- Failure to follow the guidelines will result in the printer being taken off the network and teachers being responsible for their own colour printing.

Student Printing

Student printing is acceptable only with prior permission from a member of staff. Colour printing permission must be obtained from the ICT department.

Ambrit is not responsible for the printing of student work or assignments. Students should use all means necessary to print homework assignments, notes, pictures and research outside of school. In rare circumstances, and only with approval from the ICT department, may a student use school facilities to print homework assignments.

Students are not permitted to use the photocopier unsupervised. All photocopying must be done by a member of staff.

Adding / Removing Printers

Staff are not to add or remove printers on an individual basis as this can cause many conflicts and problems on the Ambrit network. All requests for printing services must be made directly to the ICT department. Ambrit I.C.T. department is not responsible for personal printers attached to the local computer or network. Any such device is used at full responsibility of the teacher, both financially or otherwise.

Digital Equipment

Students are not permitted to bring the following items to school, unless given clear permission previously by a teacher:

- cell phones
- cameras, digital or film
- iPods or mp3 Players
- portable game consoles (GameBoy, PSP etc.)

Should a child need a cell phone in order to contact their parents after school, the phone must be checked in with the office, where it will be kept until the end of the school day, then returned to the student. The office will require a letter from the family, explaining the student's need for a cell phone.

If students bring the above items to school, they will be confiscated and kept in the school office for collection by their parents. The equipment will not be given back to the student.

Staff and students who use the school's digital equipment take full responsibility for all media (photos, videos, music) that may be captured while using the device. Staff must ensure the equipment is treated in a respectful and appropriate manner. Digital photos, videos etc, must be downloaded before returning it to the ICT lab. The ICT department takes no responsibility for lost media.

Mobile Classroom

The second floor classrooms have access to a mobile unit of laptops for student use. The following guidelines are in place:

- Students must wash their hands before using the laptops.
- Students **MUST** use the same laptop every time and in every class and their number must be recorded. (This is to prevent vandalism and lost documents.)
- Students are **NOT** to walk around the building with laptops open.
- Students should create a folder to save their work in.
- Teachers should make sure that the students are not vandalizing the laptops and are not using them for inappropriate purposes.
- Students are to be supervised at all times whilst using the laptops.