

Okinawa AMICUS Acceptable Usage Policy



Okinawa AMICUS International provides computer resources, physical and wireless networks, Google Apps for Education (Gmail) accounts, and Internet access to students. It is our intent to offer learning opportunities with integrity by proposing guidelines in the form of technology use standards, otherwise known as the Acceptable Usage Policy (AUP). The use of AMICUS technology resources is a privilege, and each student is personally responsible for his/her actions. Students must have parental permission to access the School network. Misuse of the AUP may result in loss of technology privileges and other appropriate disciplinary actions. Adherence to the following guidelines is expected of all users.

Parents and students of AMICUS are required to read and sign the Acceptable Usage Policy before using school devices. This agreement is valid as long as the students are enrolled at school. Please read thoroughly before signing.

Note: Parents or guardians must sign one copy for all their children enrolled in Elementary and Junior High. Please write down their individual names on every page that requires it.

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Digital Citizen Principles

Respect and Protect Yourself: I will honor and protect my privacy and the privacy of others. I will not reveal passwords, home addresses, phone numbers, birthdays, images and or any personal information about my life and experiences and or of those from my community.

Responsibility: I will use responsible language. I will not swear, use vulgarities or any other inappropriate or abusive language. I will not surf websites that I know contain objectionable or inappropriate content unless explicitly permitted by school staff.

Honesty: I will not knowingly access the files of others. I will not install software onto my computer that I do not legally own and will download only legal content (film, music, and text) onto my computer. I will not sign on using someone else's username or pretend to be someone else.

Kindness: I will write or express myself in the online world with respect for others and will not use electronic mediums to flame, bully, harass or stalk other people. My behavior in the "virtual" world of computers will be consistent with my highest behavior in the real world.

Technology Use Agreement

Okinawa AMICUS International School owns all systems, wireless and wired networks, software, and e-mail addresses. Content and data in general created with the School's technology tools and saved on the School network is the property of the School. Okinawa AMICUS International School technology resources are reserved for educational and school related business.

General Device Usage/Care Expectations

- Devices must never be left unsecured and/or unattended. Students are responsible for knowing the location of the devices at all times.
- Students are only to be using the devices for education purposes during class time.
- Devices should be placed back onto the device cart prior to leaving school.
- Any teacher/faculty/administrator at any time can ask to view a student's devices and its contents.
- Devices should never be loaned to other individuals.
- If a student finds an unattended device they should immediately turn it into a nearby faculty member.
- Students who lose their devices should go to the homeroom teacher to report the loss.
- Keep food and beverages away from the devices and do not expose it to liquids or moisture.
- Do not disassemble any part of the devices or attempt any repairs.
- AMICUS is not responsible for or able to restore your data if you make changes to the device or app settings.
- Never drop nor place heavy objects on top of the devices.
- Do not subject the devices to extreme heat or cold. Do not leave the devices in a vehicle for long periods of time.

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Camera and Microphone Devices

- Camera and Microphone devices may not be used:
 - To photograph another person who has a reasonable expectation of privacy without the person's prior knowledge and consent.
 - In a way that would violate another person's copyright.
 - To harass, intimidate, embarrass or bully another person or to invade another person's privacy.
 - In the classroom unless permission is granted by a teacher.

Games

School devices and the network may not be used for playing computer games, unless ruled academic or appropriate by the teacher and/or approved by the ICT Department.

Rules of I.C.T.

- I will use applications, e-mail accounts, and the Okinawa AMICUS International School network space appropriately for school related activities.
- I will respect the work and the privacy of others throughout the School network.
- I will not save or install files and/or software on School equipment without the authorization of a teacher or the network administrators.
- I will not change or personalize device preferences in any way that would be a cause for distraction.
- I will not forward or post any type of recordings, or content of or belonging to someone else, without that person's consent.
- I will not damage or alter school equipment or software or take actions which slow down the school's network or adversely affect Internet performance.
- I will log on to the network only as myself, being responsible for my individual account.
- I will immediately notify my homeroom teacher if I have identified a possible security problem.
- I will not intentionally introduce a virus or other harmful code anywhere on the AMICUS's School network. If my files are accidentally infected, I will seek help from a member of the technology staff.
- I will refrain from using any device or software that masks my use of school resources. This includes but is not limited to anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures. I will make no attempt to violate the security of the school's computer systems and will inform my homeroom teacher if I believe I or others are able to access information we should not have access to.

I will not access, create, transmit, retransmit or forward material or information:

- that uses inappropriate or profane language likely to be offensive to others in the school community
- that harasses, teases, intimidates, threatens, or terrorizes another person
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, sexual orientation, marital status, disability or handicap
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- using another individual's Internet or electronic communications account without written permission from that individual

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- that promotes violence or advocates destruction of property (including, but not limited to, information concerning the manufacturing or purchasing of destructive devices or weapons)
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to simulate erotic feelings (i.e. nudity and or sex)
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- for sending of mass or inappropriate e-mail, texting instant messaging and/or any other communication methodology (spamming)
- that impersonates another or transmits through an anonymous re-mailer
- that contains sensitive personal information about themselves or others, including information protected by confidentiality laws
- that accesses fee services without specific permission from the system administrator
- use inappropriate media as a screensaver or background image. Presence of pornographic materials, inappropriate language, alcohol, drugs or any other contraband images will result in disciplinary action

Lost, Damaged, Faulty or Stolen I.C.T.Equipment

Any issues with equipment failure due to a manufacturing hardware failure, including the battery, are covered by Okinawa AMICUS International School and should be reported to Okinawa AMICUS International School ICT Department through the homeroom teacher.

Parents/Guardians will be held responsible for ALL damage to an Okinawa AMICUS International School issued device in their child's possession including, but not limited to: broken or scratched screen, damage to the exterior shell, damaged buttons and ports, inoperability, etc. Repair cost will be assessed on a case-by-case basis. Should the cost to repair exceed the cost of purchasing a new device, the parent/guardian will pay for the full replacement value of the device.

Parents/Guardians and students are responsible to the school for the total replacement cost of a lost or stolen device while the device is in the possession, custody, or control of the student. If damage to the AMICUS issued equipment checked out under the care of students is intentional or the student shows negligence, Parents/Guardians will be responsible to the school for the entire cost of the equipment. Further disciplinary action may be taken by the School.

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G Suite for Education

To parents and guardians,

At Okinawa AMICUS International School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Okinawa AMICUS International School, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. The Gmail account will be used to help complete assignments and collaborate with peers.

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G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail	Contacts	Keep
Google+	Docs, Sheets, Slides,	Sites
Calendar	Forms	Vault
Chrome Sync	Drive	
Classroom	Groups	
Cloud Search	Jamboard	

In addition, we also allow students to access certain other services with their G Suite for Education accounts. Specifically, your child may have access to the following services:

AccMath	Quizlet	PollEveryWhere
Typing Club	GoFormative	Youtube
Blog	Kami PDF	Chrome Web Store
Flipgrid	Newsela	

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Okinawa AMICUS International School may provide Google with certain personal information about the student, including, for example, a name and last name’s initial letter, e-mail address under school domain, and password set by the school. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number; log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address; location information, as determined by various technologies including IP address, GPS, and other sensors; unique application numbers, such as application version number; and cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

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How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We will allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others within Junior High or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With Okinawa AMICUS International School. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request.

enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.

protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the homeroom teacher. If you wish to stop any further collection or use of your

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child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the homeroom teacher. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

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I understand the following:

- I continuously represent Okinawa AMICUS International School whenever and wherever I use school computing resources, even if I am using these resources away from or outside of the School's network.
- I may be held responsible for any online behavior or content that connects me to the School or implicates the School in that behavior.
- I understand that the use of the Okinawa AMICUS International School network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and may lead to further disciplinary actions. If I knowingly enable others to violate these rules, I may also lose my School network privileges, e-mail, or Internet access.
- Tampering with Okinawa AMICUS International School technology tools or another person's work is unacceptable, and I could lose all rights to use computers at the School, including my user account and network access.
- Violations of the Okinawa AMICUS International School policy and AUP are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.
- While the School makes every effort to keep data safe and secure, we cannot guarantee that the services provided by Okinawa AMICUS International School will be error free or without defect. AMICUS will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service. Okinawa AMICUS International School also cannot be held responsible for problems that arise from the network being down or a computer malfunction. We will work as quickly as possible to remedy such situations.
- I understand that the use of unauthorized software will not be tolerated, including on personal computing devices. I understand that files, including e-mail, stored on the School network are not guaranteed to be private. In order to maintain the integrity of our network, many network activities are monitored and logged. This information can be retrieved as necessary if an infraction of the AUP is suspected.

I have read, understand and will abide by the terms of the Okinawa AMICUS International School Acceptable Usage Policy (AUP) in addition to any guidelines set by the supervising teacher. Breach, disregard, or violation of this policy may result in disciplinary action as stated in the student and faculty handbook.

Name of student/s: ① _____
② _____
③ _____
(Last name) (First name)

Parental Permission

I have read and discussed with my child/children the information regarding the acceptable usage policy. I also give permission for Okinawa AMICUS International School to create/maintain a G Suite for Education account for my child/children and for Google to collect, use, and disclose information about my child/children only for the purposes described in the notice.

Printed name of parent/guardian _____

Signature of parent/guardian _____ Date signed: _____