



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.**

## *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 device/computer that I do not legally own and will download only legal content (film, music, and text) onto my device/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 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 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.
- Devices lent to students by the school are only to be used for educational purposes during class time.
- As a general rule, students in grades 1 - 3 must return their devices to the dedicated carts for charging and storage before leaving school. Students in grades 4 - 9 will bring their devices home to charge and prepare for the next day's classes.
- Any teacher/faculty/administrator can at any time ask to view a student's device and its contents.

- Devices should never be lent to other individuals inside or outside of school.
- 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.

#### *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.
  - 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 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
  - 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 hardware failure, including the battery, that are not the result of negligent use, are covered by Okinawa AMICUS International and should be reported to Okinawa AMICUS International ICT Department through the homeroom teacher.

Parents/Guardians will be held responsible for ALL damage to or loss of devices and equipment issued by Okinawa AMICUS International 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. Depending on your insurance policy, damage may be covered by your property insurance. For details, please contact your insurance company. Please also note that if damage to the AMICUS issued equipment checked out under the care of students is intentional or the student shows negligence further disciplinary action may be taken by the School.

### Google Workspace for Education

To parents and guardians,

At Okinawa AMICUS International, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace 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, students will use their Google accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

**Please check the following link about the details.**

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

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

**AMICUS**  
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