

Information Technology Acceptable Use Policy

1. Introduction

At XLIS, we are committed to providing our students with appropriate educational technology resources, aimed at enriching their educational journey. Within our 21st-century learning environment, students will find that technology is seamlessly integrated into their learning experiences by our dedicated educators. Our school's educational mission is intended to be supported and enhanced by this integration, which guarantees that students have access to the necessary devices and IT services to achieve academic success. We cultivate an environment in which students can excel in their academic pursuits by offering dependable technological resources.

The privilege of accessing these technology resources comes with the responsibility of using them in a manner that aligns with the mission of XLIS, adheres to our existing school policies, and respects both local and international laws, as well as the policies of our Internet Service Providers (ISPs). It is essential for students to engage with our technology in a way that is respectful, ethical, and conducive to a safe learning environment both on and off-campus.

2. User Rights, Responsibilities & Prohibitions

All staff and students are expected to adhere to the following guidelines while using a computer or any mechanical or electronic device on campus at XLIS.

3. General Conduct

3.1 Show respect and courtesy to other users within the XLIS community. This includes a strict prohibition against cyberbullying, harassment, threatening behaviour, and prejudicial or discriminatory statements.

3.2 Recognise and honour the intellectual property rights of others by not storing, transmitting, or distributing protected material without the written consent of the rights holder.

3.3 Comply with copyright laws, the use and citation of informational resources, and plagiarism regulations.

3.4 Both personal devices and the school's technology resources should be limited to activities that are consistent with and supportive of the school's educational mission.

3.5 Use appropriate language in all forms of communication.

4. Network and Equipment Use

4.1 Avoid tampering with or experimenting on the school network or equipment, including any efforts to bypass school internet filters or proxies, and using a VPN other than the school-provided "always-on VPN service."

4.2 Make personal devices available for inspection by an administrator or other authorised staff member upon request.

4.3 It is prohibited to use or attempt to use the hardware, subscriptions, logins, files, or personal information of another student.

4.4 Avoid modifying or copying any protected system files and folders without prior approval from the Head of IT.

5. Privacy and Personal Information

5.1 It is advisable to refrain from disclosing personal information online, including usernames and passwords, as well as your real name, address, and portrait.

5.2 It is prohibited to record (audio or visual) others without their consent using personal computers or other electronic equipment or devices.

6. Local Laws and School Rules

6.1 Obey the laws and restrictions of the local government.

6.2 Non-academic game playing, downloading, and video streaming are prohibited unless explicitly allowed by a member of the teaching and administrative staff.

6.3 Social Media use is not permitted in school by students.

6.4 Never attempt to access, store, transmit, or distribute offensive, indecent, obscene, or pornographic materials in any form.

6.5 Avoid circumventing or attempting to circumvent security measures or filtering/monitoring/reporting software.

6.6 Do not use a virtual machine or an alternative operating system to mislead or hide computer activities.

6.7 Refrain from using BitTorrent software, P2P, or other software that uses the XLIS network for sharing copyright-protected files.

6.8 Avoid introducing any form of computer virus to any student, teacher, or school device.

6.9 Do not use XLIS's computer system, email, or the internet for commercial gain, political purposes, illegal activities, impersonating another user, or advocating violence.

6.10 Computer and video games are not permitted in the classroom or during study time, unless explicitly told by a member of staff.

7. AI Usage

7.1 AI tools must be used to enhance learning and creativity, not to substitute for a student's original thinking or work. Students must not use AI to complete assignments, projects, or assessments on their behalf. All submitted work must reflect the student's authentic thinking and understanding. Plagiarism or over-reliance on AI-generated content will be treated as a violation of the school's Academic Integrity Policy.

7.2. Students may only use AI tools when explicitly permitted by the teacher for a specific assignment or activity. Teachers may define classroom-specific rules regarding AI use. It is the student's responsibility to understand and follow these expectations.

7.3. Students are expected to develop critical thinking skills and the ability to evaluate AI-generated content for accuracy, bias, and relevance.

7.4. Students must never enter personal, sensitive, or identifying information into any AI platforms. Only AI tools approved by XLIS may be used on school devices or for school-related work. All AI use must align with the school's Data Privacy and Digital Safety Policies and respect intellectual property rights.

8. Digital Well-being

8.1 Take regular breaks from screen time to avoid digital fatigue.

8.2 Balance online and offline activities to maintain overall well-being.

8.3 Engage in healthy digital habits, such as setting boundaries for technology use and ensuring a good posture while using devices.

9. Cybersecurity Awareness

9.1 Be vigilant about phishing scams and other online threats. Do not open emails or click on links from unknown sources.

9.2 Use strong, unique passwords with a combination of letters, numbers, and symbols for different accounts and change them regularly.

9.3 Where possible, enable two-factor authentication (2FA) to enhance security.

10. Digital Citizenship

10.1 Report any inappropriate or suspicious online behaviour to a teacher or administrator immediately.

11. Care and Responsibility for Borrowed Devices

11.1 Protect and care for any iPad, laptop, or other devices borrowed from the IT department as if it were your own.

11.2 Make sure that borrowed devices are stored in a safe and secure location when not in use to prevent any potential damage or theft.

11.3 Follow all provided guidelines and instructions for the proper use and care of borrowed devices. In the event of damage, malfunction, or loss of a borrowed device, immediately report the incident to the IT department and homeroom teacher.

11.4 Students are responsible for any costs associated with the repair or replacement of borrowed devices due to damage, loss, or misuse, in accordance with the school's assets policy.

12. Declaration

I hereby declare that I have read, understood, and agree with XLIS user rights, responsibilities, and prohibitions and understand the school takes no responsibility over lost or damaged devices due to negligence or lack of care of responsibility, and agree to the user rights and responsibilities stated in the Student Technology Acceptable Use Policy above.

Class _____ **Student Name** _____

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____