

Rules regarding Student use of Computers and the Internet at the DSW

Motion accepted at all-faculty conference on October 24, 2016

The German School offers free WIFI, which is only permitted to be used for instructional purposes, to all students. All applications that are not used for instruction are to be closed while at the school. This voluntary additional offering by the school does not include any school obligation to continue usage for any period of time or any entitlement of usage. When using private and school-owned devices all direction by school personnel have to be followed. Eating and drinking are not permitted while using a device.

At the German School a BYOD policy (**Bring Your Own Device**) is in effect. A privately owned device that is used within the school for instructional purposes is required to have an internet browser that can run Office 365 and has a keyboard that is large enough for typing. Furthermore, every device has to have virus protection software. Every student has to register his or her private device that they are planning to use for instructional purposes with its **Media Access Control Address (MAC-Address)** with the IT department. Each student can only register one device. Students are not obligated to use their own devices at the school.

The German School Washington D.C. is not responsible for private devices that are brought to school for instructional purposes. The school cannot be held responsible in case of loss, theft, or damage to a private device or the data that is stored on it. The school is not obligated to store, repair, or replace private devices.

When using the school's electronic devices, students are not permitted to make any changes to the installation or configuration of the network, to manipulate the hardware or to change software installations (this includes changes to system configuration, changes to the start menu, and changes to the desktop background image). Downloading software, text, images, audio and videos from the internet is only permitted when the teacher in charge agrees. When using electronic devices that belong to the school, they are to be treated with care. If damage occurs to the school's electronic devices or software due to intentional or grossly negligent behavior, the student who caused the damage or his or her guardian(s) will be held responsible.

I. School Account

Authorized access to the school's network occurs through a registration to the network. As a basic principle, a student user ID and a password are required to gain access. A prerequisite for the creation of a user ID is that the user of the school network will confirm to have read and understood this user agreement in writing. The user will sign this user agreement for confirmation. For students under the age of 18 a signature by his or her guardians is required. The school reserves the right to implement pedagogical or disciplinary actions in case of an offense against this user agreement.

When the account is created the student user receives a temporary password which is then immediately to be replaced by a personal password. It is the student's responsibility to keep this password to her- or himself. The use of other users' logins with guessed or peaked passwords as well as handing one's own login to another person will be considered a severe offense against school rules and will undergo disciplinary measures which can include a temporary block of that account.

II. E-Mail traffic and use of the *365 platform*

Part of the school account that a student receives when using personal or the school's devices are a personal email account, storage space on a cloud as well as user rights for other services. The student user commits to using a polite, appreciative manner while participating in email traffic and overall when using the *365 platform* and related services. Misuse of the system for private quarrels, revenge or bullying is not permitted and will be penalized. In addition, it is not permitted to send mass mails, joke mails, or fake mails.

The school reserves the right to access any communications transmitted on its system without prior notice. Thus, students using the school's system do so recognizing that they have no expectation of privacy from school review. Given the nature of Internet communication, students must also recognize that the school cannot guarantee the privacy of data transmitted via its system.

Therefore, students should not use the school's system to transmit any messages or to access any information that they would not want to be viewed or heard by a third party.

III. Internet Access

Users are not permitted to use their school account in order to receive or distribute content that is either damaging the reputation of the school or the members of the German School Society in any way. This is especially true for content that is offensive, racist, violent, extremist, pornographic, or for some other reason unlawful. Recordings of any type of a person cannot be created and/or uploaded to the internet without that person's consent. Violations of this standard can be deemed a violation of existing state and/or federal law. The school reserves the right to randomly conduct tests to check whether these rules are being followed. Users who violate this Internet access policy will be held

responsible for legal consequences as well as consequences within the school according to the current disciplinary policy.

The copyright of software, text, image, audio, and video material has to be respected. Users who copy software illegally are acting in violation of the disciplinary policy of the school. They can be sued in civil or criminal court. The school is not responsible for content that is available on the internet and can therefore not be held responsible for it.

Users do not have the right to sign contracts in the name of the school (i.e. ordering articles over the internet) or to use paid services on the internet.

IV. Privacy Protection

The administrator has the right to maintain log-files for internet connections and, in cases of reasonable suspicions, to control personal logs with the approval of the Head of School.

User Agreement for Computer and Internet Usage at the DSW

Student's Name

Grade

Student:

- I have read the user agreement in its entirety and I understand it.
- I acknowledge the user agreement for computer and internet usage at the DSW.
- Offenses can lead to immediate temporary, or in severe cases to a lasting block of my login and pedagogical and disciplinary actions may occur.
- On school days, every student is obligated to check the inbox of their school account daily.

Student Signature

Place, Date

Parent / Guardian:

- I have read the user agreement in its entirety and I understand it.
- I am aware that offenses by my daughter/son can lead to an immediate block of his or her login to the school's network. Such a block can, for a limited time, have negative effects on my child's grades.
- I understand that the school is technically not in a position to guarantee a complete block of websites with criminal content. I have been very clear with my child that he or she is not allowed to visit such websites.

Guardian's Signature

Place, Date

Guardian's Signature

Place, Date

Please return this signed user agreement to the homeroom teacher for storage in the student's file.