ACCEPTABLE USE POLICY (Grade 1 – 5)



Being kind to others, I will:

- always be kind, responsible, and honest online.
- treat others with respect, just like I do in person.
- I know that being safe and making good choices online helps everyone!



To keep the device safe, I will:

- be gentle, not remove keys / the screen protector, not pull cords
- keep food and drinks away from it
- tell the teacher immediately if something breaks



To keep myself safe, I will:

- not share my name, address, or pictures online
- tell a teacher right away if something makes me worried or unhappy
- only use apps/websites I know are safe
- ask my teacher if I'm not sure if an app/website is safe



Cheating / Plagiarism

- I will not copy someone else's work and pretend it's mine
- If I use someone else's work, I must cite them (write where I found it)

I will only use the device for schoolwork.

I understand that AISM will take every reasonable precaution, including checking and filtering systems, following the best practices, to ensure I am safe when using technology on campus. .

Digital Citizenship/Online Manners, I will not:

- take or share photos of other people without their permission (see Photo Policy)
- use other people's devices without their permission
- delete or rename someone else's files
- post anything unkind or bully anyone online

I understand that there are consequences I do not use the equipment respectfully, safely, and responsibly:

- the teacher or IT may contact my parent/guardian to inform them
- my parents and I will meet with the principal
- I may need to redo my work if I cheat
- if I damage a device, my parents will have to pay for the repair/replacement

PHOTO AND VIDEO USE POLICY

Use of Official School Photos

Photographs of students are taken for use in annual yearbooks, and to issue secure ID cards. Student photos are stored electronically with other confidential personal data in students' records.

School Use of Photos and Videos of Students

AISM allows photos and video footage of the students to be shared by the school. We do this to share our students' many achievements. This includes but is not limited to the school's bulletin, website, blogs, brochures and electronic notice boards at school as well as public social media sites (including Facebook, X and WhatsApp groups).

If you **do not want** your child's photographs to be used, set this preference on OpenApply. For support, please contact Admissions.

Inappropriate Use of Mobile Phones

Students are prohibited from taking inappropriate photos of themselves or others, or sharing such photos/footage with anyone, including on social media and private messaging apps. Disciplinary consequences may apply depending on the severity of the case.

Student Film Productions

For service-learning projects, sports, and other school events, students may film on-campus or off-campus with supervision. All projects photographed or filmed on, or off-campus must be conducted responsibly, with consent from subjects.

Scripts and images must not depict weapons, physical violence, obscenity, or any other type of inappropriate behavior. Furthermore, no projects may be published for commercial gain to AISM staff or students.

Community Use of Photos and Videos of Students

All photos or videos of students taken by families, staff, students or friends of the AISM Community at school or school-related activities are limited to personal use and may not be shared outside the school including through any form of social media. You must inform your guests taking photos or videos on campus or at school-related activities of this policy.

CCTV Cameras

We use CCTV cameras in some areas of the campus as part of our security system, consisting of. fixed cameras positioned to record public areas for the purpose of detecting and deterring criminal activity.

ACCEPTABLE USE POLICY FORM (Grade 1 – 5)

This Acceptable Use Policy is intended to clarify expectations regarding the use of AISM device and outlines both the students' and parents' responsibilities when using school devices.:

1. The device remains school property.
2. Learners are responsible for the general care of the device they assigned to them.
3. Learners must be responsible users and stay safe when accessing the internet.

Please **discuss with your child** the Acceptable Use Policy (AUP) on page 2.
Please ensure any iPads and accessories taken off-campus are returned at least two days prior to the end of the school year. After reading the AUP and Photo Policy, ***please sign this form and return it to the teacher.***

Loss & Replacement

In case of loss or damage, please inform the teacher and IT Helpdesk (helpdesk@aism-moz.com).
If the item is lost off-campus, a police report must be provided.
If the iPad/device or its accessories are intentionally damaged (excluding normal wear and tear), or lost due to clear neglect, there may be a charge.

The replacement costs are:

Case (Gr 1 - 3)	Case & Keyboard (Gr 4 & 5)	Charger	Damaged Screen (not protector)	Whole iPad
$30	$67	$25	$250	$400

Student Acknowledgment. ☑ and Parent/Guardian Signature

Student - We read this together and understand the AISM Acceptable Use and Photo Policy.



Student Name & Grade		
***Student*, please check this section to show you know the rules**	☑	I will be kind when I use my iPad. ☐
		I will take care of it and ask my teacher if I'm not sure. ☐
		If I don't take care, I may not be allowed to use it. ☐

Parent - I allow my child to use the school equipment and Internet as outlined in this policy.



Parent/Guardian Name	
Signature:	
Date	_____of_____202___