



International School of Ouagadougou Technology Responsible Use Agreement

All members of the ISO community: students, teachers, administrators, and staff, are expected to abide by the terms of this Agreement. The behaviors outlined in this policy apply to all technologies used in the ISO environment, regardless of ownership or method of connectivity.

Digital Citizenship: All users of technology are expected to maintain high standards of digital citizenship. This includes the following:

Legality: Users will neither introduce nor make use of illegal content within our environment. This includes downloading pirated software, accessing banned or blocked sites, using software or apps that are prohibited, and using our resources for any illegal activity.

Copyright: Users will respect all relevant copyright laws. This includes citing works and images appropriately, and avoiding plagiarism.

Security: Users are expected to take necessary steps to protect their own and others' digital security. This means users should not post personal information, photos, last names, addresses or any other identifying information without explicit permission. They should also never share their passwords inappropriately, nor should they attempt to access someone else's account.

Harassment and cyberbullying: These are serious offenses and will be dealt with at the highest levels. If anyone feels that they are the victim of harassment or cyberbullying, they should notify a teacher immediately. Incidents that involve ISO students, even if they occur off-campus and outside of our network, still reflect on ISO and therefore school behavior guidelines apply.

Preservation of Resources: Digital resources at ISO are intended for educational use by all members of our community. We expect all users to take steps to preserve and protect these resources for communal use. Recreational use (Facebook, YouTube, gaming, etc.) should never displace educational use...either when making use of computer workstations, or when occupying bandwidth. While not expressly prohibited, staff may prohibit students from using technologies at any time when they feel that student behaviors may be distracting to themselves or others, or resources are not being shared appropriately.

Bandwidth: This is perhaps our most valuable shared resource. To protect bandwidth for all users, students and teachers are prohibited from downloading or streaming large media files during school hours, and are

prohibited from making use of Torrenting and other bandwidth-hogging protocols.

Care of resources: Users are required to be diligent in protecting physical resources. This includes keeping keyboards and mice clean (not eating or drinking when using computers), ensuring they do not damage cables, devices or furniture, being cautious with headsets and other peripherals, not losing devices, and reporting any damages immediately. If such damage is the result of student negligence, they may be required to pay replacement costs.

Data: While ISO takes steps to provide backups of certain files, ultimately the preservation of data is the responsibility of the user.

Unauthorized Use: Students and staff should not provide access to ISO digital resources to any unauthorized persons. This includes wifi passwords, as well as access to physical devices.

Agreement to Follow Protocols: All users agree to follow all protocols and guidelines concerning the use of digital resources at ISO, and accept all responsibility to remain aware of any changes or updates in guidelines.

Communication: ISO makes use of each user's ISO domain gmail account as the primary means of electronic communication. All students are expected to check their email regularly to stay abreast of information communicated by their teachers, the CRO, and other Administrators.