# QSI International School Of Yerevan


## Doug Shippert, Director

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# Acceptable Use Policy: Computer Lab

As computers and computing technology becomes more widespread, students are required to learn more and more each day to keep up with the ever changing world of technology. To this end, QSI has developed a rigorous technology curriculum designed to provide students with the opportunity to learn and master all the skills necessary to succeed in the world. QSI Yerevan will be responsible for providing all students and staff access to the computer(s) through the use of a individualized login/password. Staff members will also be issued an e-mail address to be used to conduct school business. QSI Yerevan expects users to conduct themselves appropriately and according to the rules and guidelines set out in this document when using technology in the school setting. The following rules must be followed at all times

**Computers:**

- Users will employ the computers for educational/class purposes only and as directed by an instructor or administrator.
- Users will refrain from sending/displaying offensive messages or pictures, harassing, insulting, or attacking others, and using obscene language that may be offensive to anyone.
- Users will not intentionally damage computers, networks, peripherals, or any other associated equipment.
- Users will not violate copyright laws

**Internet:**

- Users will employ the internet for educational/class purposes only and as directed by an instructor or administrator.
- Users will not seek to circumvent any blocks/restrictions placed on the internet by the network administrator.

**Printing:**

- Users will print responsibly and only as directed by an instructor or administrator.
- Users will not print non-school related material on school printers.
- Students must ask specific permission to print in color.

**Digital/Film Photography:**

- Students/Staff will not take pictures of any staff, student, or facility without permission from an instructor or administrator and from the subject of the photograph, where applicable.
- Students/Staff will not publicly post or display any photograph, digital or physical, without permission from an instructor or administrator and from the subject of the photograph, where applicable.

**Photocopying:**

- Students will not use any photocopier.
- Staff will use available photocopier(s) responsibly and in a non-wasteful manner.

## Policies

**Access entails responsibility**. Individual users of the QSI Yerevan computer networks are responsible for their behavior and communications over the network/internet. All users will comply with QSI Yerevan standards and will honor the rules set out in this document.

Additional to the aforementioned rules, QSI Yerevan is not responsible regarding restricting, monitoring, or controlling the communications of users on the QSI Yerevan network and active blocking of websites is at the network administrator's discretion and QSI Yerevan takes no responsibility for material that students/staff may access on the Internet.

Any equipment including, but not limited to, laptop computers, cell phones, and cameras are the responsibility of the owner of the item and QSIY will not be responsible for any loss or damage to such equipment.

The network administrator will do his/her utmost to preserve the privacy of individual user's documents/files with the understanding that all data stored on or passing through the network including, but not limited to, documents, media files, chats, and e-mails, will be made available to administrators upon request.

**Access is a privilege, not a right**. Violations of the acceptable use policy may result in loss of access as well as other disciplinary action.

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# User Agreement and Parent Permission Form

This agreement will be kept on file for the duration of the school year. Violations will be noted and recorded on this form, if necessary.

As a user of the QSIY computer network, I hereby agree to comply with the above stated rules, communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Student Name: _____ Class: _____
(Please print)

Student Signature: _____ Date: _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. By signing this document I hereby agree to compensate the school in equal measure for any damage sustained to, or repairs necessary to the school computers and associated equipment including but not limited to computers, monitors, keyboards, mice, printers, scanners, and projectors, due to intentional damage done by my son/daughter. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use by setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Name: _____
(Please print)

Parent Signature: _____ Date: _____

**Notes :**

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