Expectations

TAMOS Education embraces the exciting opportunities to expand teaching and learning with the opportunities that ICT, computer networks, electronic devices, pads and the developing technologies hold including the appropriate secure provision for internet access for all staff and students.

Our goal in providing these services to our students and staff is to promote educational excellence, resource sharing, greater communication, scientific innovation, research opportunities and potential communications with educational institutions around the world.

However, these opportunities come hand in hand with the responsibility for ensuring safe and appropriate use of the technology, information and resources. In order for students and staff at TAMOS Education to use these systems, they must first agree and conform to our approved guidelines. Failure to follow the guidelines or improper use of the technology could incur disciplinary procedures for both staff and students.

Our policy is as follows:

Respect the Technology

- All users should keep in mind that when they use the internet, they are entering a global community and any actions taken by them will reflect upon the user, the school, parents and TAMOS educations reputation;
- All users are responsible for appropriate behaviour while using the network whether on a school computer, pad or a communications device of their own;
- All users must behave in an ethical, moral and legal manner;
- Appropriate network etiquette must be sustained at all times;
- The acceptable use policy is an extension of TAMOS Education's code of conduct, contract, teachers' book, student book and school rules;
- Any infraction of the acceptable use policy may lead to discipline procedure, as outlined in the discipline policy as well as immediate suspension from the network until the completion of an appropriate investigation;
- The administration office and director of each school will deem what actions are inappropriate and what behaviour is to be deemed a breakage of the rules which may deny, revoke or suspend user privileges immediately with no notice.

Unacceptable Use

Unacceptable use includes but is not limited to the following:
- Plagiarism or violating copyright laws;
- Destroying or vandalizing school equipment or the work, equipment, device or files of other users;
- Intentionally depleting or inappropriate use of school resources such as paper, computers, pads or disk space;
- Violating the privacy of others, this includes revealing passwords, posting inappropriate text or images, cyberbullying;
- Using someone else's account without permission, using deleting, copying, modifying files or data belonging to others;
- Using abusive language or profanity or inappropriate material;
- **v**Deliberately spreading computer viruses;
- Sending, retrieving or posting inappropriate material;

- Posting information that would jeopardize personal safety;
- Illegal use of software, freeware or shareware or use of any non-school software without the approval of the administration, teacher or technical department;
- Loading software on any computer without authorization or permission from the administration, teacher or technical department;
- Visiting web sites banned by the school;
- Visiting age-inappropriate websites;
- Hacking;
- The use of chat rooms without authorization;
- Use storage media without permission and supervision of the teacher, administration or technical department;
- Using resources for any reason other than educational purposes (e.g., private businesses, promotion, personal projects etc.).

Accessing the Internet

TAMOS Education will provide the following precautions to protect students from illegal, obscene, offensive and inaccurate material:

- Educate the students in the appropriate use of the Internet;
- Appropriate supervision and monitoring of student use;
- Filtering software designed to restrict access to unsuitable Internet sites;
- Educate students on the effect of cyberbullying;
- Educate students to recognize potential dangers of abusive outside users such as grooming and other child protection issues.

Personal Safety and Security

Students and staff should never give out personal information, which includes but is not limited to, their address, telephone number; parents work address or telephone number or the name and location of the school.

It is prohibited to use the Internet outside of classroom lessons without a clearly defined educational objective, understood by both students and teachers.

Students should not visit, seek out or view sites containing objectionable material that is inconsistent with the educational goals of TAMOS Education. We realize it is possible to stumble upon said material; however, students are expected to behave in a responsible manner and leave these sites immediately and notify the administration, teacher or the technical department of the problem.

Internet activities that use excessive network resources in ways that prevent others from accessing the network is prohibited.

Web publishing of any materials with abusive, harassing, threatening or objectionable language is prohibited.

Students or staff who violates the computer and internet acceptable use policy will, subject to an investigation, and disciplinary action according to the results of said investigation and the severity of the violation.

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