



## STUDENT ACCEPTABLE USE POLICY

The QSI International School of Tbilisi (hereafter referred to as QSI-GRG) offers Internet access for student use. This document contains the Acceptable Use Policy for your use of all computers, software and Internet access while at the QSI International School of Tbilisi (hereafter referred to as the QSI-GRG Computer Network).

### A. Educational Purpose

1. The QSI-GRG Computer Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and the use of the QSI-GRG e- learning platform (otherwise known as Moodle).
2. The QSI-GRG Computer Network has not been established as a public access service or a public forum. QSI-GRG has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Student- Parent Handbook (disciplinary code) in your use of the QSI-GRG Computer Network.
3. You may not use The QSI-GRG Computer Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the QSI-GRG Computer Network.
4. You may not use the QSI-GRG Computer Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

### B. Student Internet Access

1. All students will have access to Internet (World Wide Web) information resources through their classroom, library, or school computer lab.
2. Elementary students will have e-mail access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.
3. You and your parent must sign an Account Agreement to be granted an individual e-mail account on the QSI-GRG Computer Network. This Agreement must be renewed on an annual basis. You parent can withdraw their approval at any time.
4. If approved by your Director and supervised by your classroom teacher, you may create a Web page using the QSI-GRG Computer Network. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and current classroom activities.

### C. Unacceptable Uses

The following uses of the QSI-GRG Computer Network are considered unacceptable:

#### **1. Posting Personal Information**

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

#### **2. Illegal Activities**

- a. You will not attempt to gain unauthorized access to the QSI-GRG Computer Network or to any other computer system through the QSI-GRG Computer Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the QSI-GRG Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.



### 3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the school's virus protection procedures if you download software.

### 4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a You are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

### 5. Respect for Privacy

- a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

### 6. Respecting Resource Limits

- a. You will use the system only for educational activities and limited.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

### 7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

### 8. Inappropriate Access to Material

- a. You will not use The QSI-GRG Computer Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another school. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.



## D. Your Rights

### **1. Free Speech**

Your right to free speech, as set forth in the \* (disciplinary code), applies also to your communication on the Internet. The QSI-GRG Computer Network is considered a limited forum, similar to the school newspaper, and therefore the School may restrict your speech for valid educational reasons. The School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **2. Search and Seizure**

- a. You should expect only limited privacy in the contents of your personal files on the school system. The situation is similar to the rights you have in the privacy of your desk.
- b. Routine maintenance and monitoring of the QSI-GRG Computer Network may lead to discovery that you have violated this Policy, or the disciplinary code found in the Student-Parent Handbook.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the school's disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

### **3. Due Process**

- a. The School will cooperate fully with country officials in any investigation related to any illegal activities conducted through the QSI-GRG Computer Network.
- b. In the event there is a claim that you have violated this Policy or the school's disciplinary code in your use of the the QSI-GRG Computer Network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator [or - will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code.
- c. If the violation also involves a violation of other provisions of the school's disciplinary code, it will be handled in a manner described in the aforementioned code. Additional restrictions may be placed on your use of your Internet account.

## E. Limitation of Liability

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system.

## F. Personal Responsibility

When you are using the QSI-GRG Computer Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are



Student Account Agreement

Please print this section and provide the necessary information and signatures where appropriate and return to your teacher.

Student Section

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

I have read the QSI-GRG Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

Parent or Guardian Section

I have read the QSI-GRG Acceptable Use Policy. (I will supervise my child's use of the system (Moodle) when my child is accessing the system from home.)

I hereby release the school, its personnel, and any organizations with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the QSI-GRG Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)