



ACCEPTABLE USE POLICY

The Avenues Acceptable Use Policy (AUP) covers all of the rules regarding the use of technology at Avenues. This AUP is specific to Shenzhen campus.

Avenues recognizes the power of technology on the student learning experience. We want technology at Avenues to facilitate creativity, innovation, collaboration and communication among all our students, faculty and staff, both at one site and at our global campuses. As a user of technology, students will be educated to responsibly use technology and live by the Avenues values online, offline, at school and at home. It is important that we prepare students what it means to be a digital citizen and understand that their actions can affect others and that they are responsible for their behavior.

To this end, Avenues promotes safe, legal, responsible and effective uses of technology. This acceptable use policy (AUP) provides the framework for using information and technology in a safe, legal and responsible manner.

Expectations

We expect everyone in the community (e.g., employees, students, parents, guests etc.) to comply with Avenues' rules, act in a responsible manner and honor the terms and conditions set by the classroom teacher, the school and the administration. Negative use of technology through the Avenues network and equipment is unacceptable and will incur disciplinary action.

Care of Computing Resources

All users are expected to protect Avenues' computing resources. Theft, vandalism, tampering, destruction or disregard for the physical condition of equipment and network is unacceptable. The following, while not an all-inclusive list, is unacceptable:

- Stealing, destroying, defacing or otherwise causing harm to the school computing resources.
- Engaging in any behavior causing a nuisance to other computer users or technical support staff.

Report any type of equipment and network abuse to school administrators. Damage, loss or theft of school-owned equipment is subject to a fee.

Technology Equipment Policy

- The student and/or parent shall immediately notify the school's technology department if the equipment is not in good operating condition or is in need of repair.
- Parents/Guardians will be responsible for paying any fees related to the loss of or major damage to the iPad, cords and/or cases. Minor repairs for the iPad that are covered with AppleCare+ will be charged at the current AppleCare+ deductible rate.
- Avenues is not a BYOD (Bring Your Own Device) school. Students must use school issued devices. If a student brings a non-Avenues issued device to school, Avenues holds the right to withhold access to Avenues' onsite network, resources and applications.
- All student devices (iPads) are equipped with protective cases. Cases must be kept on devices at all times. Avenues is not responsible for damages suffered by users, including loss of data,

delays, or other problems resulting from use of its technology. Use of any information obtained via such technology is at the user's risk; its accuracy cannot be guaranteed.

Please Note: In cases of misuse, abuse/loss of the iPad the parents/guardians will be financially responsible for the full cost of repair or replacement of the iPad.

Using Networked Resources

Content

All types of communications deemed inappropriate and/or illegal in a school environment are also unacceptable on the network. Transmitting, viewing or publishing content that is pornographic, obscene, offensive, threatening, abusive, harassing, bullying, unethical, illegal or disruptive to the school's learning environment is prohibited. Sending unwanted material to others is considered inappropriate and may be considered harassment.

Security

Necessary security precautions will vary with the age of the student, the manner in which information is shared and the dynamic nature of online tools. No student should be identified by name in an external school-related publication or website or in a way that allows a student to be located in space and time without the express permission of the director of communications. Avenues cannot be responsible for the security or accessibility of content stored on Internet servers not managed by Avenues.

Intellectual Property Rights

Software and Licensing

Software piracy occurs when one installs and/or uses software for which proper payment has not been made. Protected software may not be copied into, from or by any Avenues computer, except by license. Copying software among computers within the school is prohibited. Copying software between school and home computers is also prohibited. Avenues enters into a variety of software licensing agreements that limit the number of copies that may be installed. Users authorized to install software are expected to consult with the technology department when considering purchasing or installing software. The Vice President of Information Systems and Technology is responsible for ensuring that Avenues is compliant with software vendor licensing agreements.

The technology department staff will remove unregistered software from school computers until proper licensing can be verified. Personally-owned software must be legally licensed if installed on an Avenues-owned device. Avenues-owned equipment shall only run licensed operating systems. Hacking or modifying the operating system of any device, including jailbreaking, is prohibited.

Copyright Infringement

Avenues' systems may not be used to steal content owned or copyrighted by others. Copyright protection applies to music, video, pictures, images and data, in addition to text. Fair use laws regarding copyright apply; in general, a single copy made for personal use may fall within fair use laws, while multiple copies do not. Guides to fair use may be obtained from the Avenues head librarian. In cases where the law is unclear, users should assume that anything published on the Internet is copyrighted.

Recreational/Personal Activity

Access to school technology is provided for educational and professional purposes only. Using school technology resources for recreational or personal activities can limit access to other users. In addition, doing so can incur unauthorized operational costs Avenues is unwilling to assume.

Commercial Activity

Avenues' networks are not to be used for commercial purposes, such as marketing, reselling bandwidth or business transactions between commercial organizations. Commercial advertising is forbidden. If you are unsure of the definition of commercial activity, consult Avenues' Director of Technology.

User Responsibilities

Computer Accounts

Avenues provides accounts only to members of the Avenues community. Each account may be used only by the individual to whom the account is assigned. Users may not authorize anyone, including family members, to use their account(s) or login information for any reason. Users are responsible for all activity on accounts assigned to them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their accounts by unauthorized persons.

Avenues reserves the right to access school email and student accounts for any reason at any time.

Using Shared Resources

Avenues owns all data stored on school-owned equipment, including but not limited to the data network, computers, mobile data storage devices and all connected peripherals. Shared resources on the Avenues network include file servers; other computers on which users' work is stored; devices containing Avenues' information; and hosted online services with which Avenues has contracted to provide services.

Mechanisms exist to prevent unauthorized access by others and protect private information. Users are prohibited from circumventing these mechanisms or to search through folders to find unprotected information. Information you have not been invited to use is not yours to access. It is unacceptable for a user to access and read another user's email or file, even if the email or file is unprotected. The owner of the files must grant you permission to access files.

All users are expected to protect their files, accounts and passwords by choosing passwords difficult to guess and by changing these passwords frequently. You may not attempt to bypass password security features in any manner.

Technical support personnel at Avenues may access others' files when necessary for the maintenance of computer systems. When performing this maintenance, every effort is made to respect the privacy of a user's files. However, users cannot reasonably expect the same level of privacy they would have on a computer they own. In addition, these computers and systems are for school-related work only and not personal use.

Avenues maintains the right to monitor school-owned technology resources electronically to ensure that system performance, management and maintenance functions, policy compliance and system security are intact and that problems can be diagnosed and resolved quickly when disruptions to normal service occur.

As a result, individuals using any Avenues shared resources, whether Avenues-owned or personal devices when connected to Avenues' network, are subject to having their activities monitored by the network administrator in conjunction with school administrators. Anyone using this system expressly consents to such monitoring. When monitoring reveals possible acceptable use policy violations, systems personnel may provide this data to school administrators and/or proper authorities.

Avenues maintains the right to enable remote use of image capture hardware and software on school-owned devices believed to be lost or stolen. This action may only be initiated by Avenues' network administrator following a formal directive from the school administrator or his/her designee. When authorized, the network administrator employs a utility for that specific purpose and delivers it to the

device using remote management software already in place.

Avenues may share data gathered through remote image capture with law enforcement officials as required or compelled by law. Avenues may use data gathered through remote image capture in any internal proceeding, such as a student or employee disciplinary hearing.