



IT Policy for Students

Information and Communication Technology significantly alters the information landscape for ISM by opening classrooms to a broader array of resources, including those from file servers throughout the world. International School Manila's goal is to provide students with the understanding, tools and skill sets needed to use technology in ways appropriate to their education and learning as deemed by the school. Making this technology available to students carries with it the risk that some information may be identified as controversial or potentially harmful. Therefore, access will be provided only to individuals who pledge to act in a considerate, ethical and responsible manner.

With the use of Information and Communication Technology, accessible information changes daily. It is not always possible to predict what students and other individuals may encounter. It is impossible to prohibit access to all controversial or potentially harmful sites and/or services. ISM does not condone the access and/or use of inappropriate material. An honor system is in effect. Individuals are expected to report any security abuses by others, or potential problems to computer teachers, librarians, or the Information Technology Director.

Concerns about information technology will be handled in the same manner as concerns about other educational materials.

This policy applies to all technology including, but not limited to: computers, phones, audio/video equipment, copy machines, and information storage devices.

Unauthorized copying, installation, use or theft of software, media, electronic files, data or other intellectual property

It is unethical and forbidden to copy, install, take or use software, media, electronic files, data or other intellectual property unless permission has been obtained from its creator, owner or publisher, either in writing or as a license agreement.

Unauthorized materials and electronic files

Any attempt to distribute and/or gain access to inappropriate materials including, but not limited to pornographic materials, malicious codes and applications, unlicensed video and audio files and unauthorized games, is likewise prohibited.

Account and Passwords

Students are provided individual usernames and passwords. They will be responsible in safeguarding the data and services being offered by the school. They will likewise be responsible in safeguarding their account password and accesses. Any attempt to borrow, lend or share individual usernames and passwords is forbidden.



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Use of any technology for activities unrelated to specific school use

Any use of technology by students must be directly related to their education as directed by teachers or staff. Students will not use school technology for accessing information or technology not within the school's control without expressed and specific permission from the IT Office and the principal. This will include, but will not be limited to, remote control of home computers, remote access to other networks, unauthorized proxy services and others. Technology will not be used by students for entertainment, game-playing or for activities unrelated to their current education and learning.

Prohibited Behaviors

Students are responsible for their behavior on school computer systems, just as they are at all times throughout the school. Below are samples of conduct that will not be tolerated including, without limitation:

- Tampering and/or attempt to tamper, theft, remove or change any hardware or software from any IS-owned or leased system or equipment
- Deleting, renaming, moving, copying or changing any electronic files or their properties, other than their own, without explicit permission from the owner or school authorities
- Changing or attempting to change passwords other than their own
- Intentionally impersonating someone else and/or misrepresenting another through the use of another's school email account whether within or outside International School Manila
- Intentionally and/or maliciously bypassing the user-security mechanisms of the network and mail system
- Playing unauthorized computer arcade games
- Installing unauthorized personal software on school technology equipment
- Violating copyright laws by unauthorized copying and distribution of software
- Installing, copying or knowingly infecting a computer system with a virus and/or malicious programs
- Wasting resources including bandwidth, file storage space, printers or paper
- Using technology for unauthorized commercial purposes
- Mass Mailing

Harassment using technology

Use of the phone system, copy machines, computer systems, email or any technology to send or display inappropriate, obscene or harassing messages or material anywhere or to anyone is prohibited.

Invasion of the privacy or property of individuals or the school using technology, reporting of violations

All students must respect any individual's work, electronic files and right to privacy. The IT office reserves the right to inspect any student's data, school email, media, electronic files and property brought into school and used to access school technology. This will include but will not be limited to:



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printed documents, diskettes, flash disks, CD ROMs. Students not willing to allow such inspection will not bring technology items not owned or controlled by the school into school facilities, nor use them to access school technology.

Accessing, creating, displaying or publishing inappropriate or demeaning materials or information

Some materials or information available as electronic information on the network and the internet is considered objectionable by some. Students will not access, create, display, or publish any inappropriate or demeaning materials or information. Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication like internet SMS (other than e-mail) without prior approval from the principal and IT Office.

Privacy in communication over the Internet and the network is not guaranteed

You must know that the IT Office will monitor, log, review, and inspect all directories, files, and/or messages residing on or sent using the school’s computer network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Failure to Adhere

The consequences for failure to adhere to information technology use policy may result in restriction or even complete loss of access to part or all forms of any technology or other disciplinary measures deemed appropriate by the school administration. There will be consequences for any individual who fails to follow International School Manila (ISM) policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion.