

# Responsible User Policy (Jan. 2016)

## Introduction

This policy outlines the standards that anyone using IT at or for British International School Phuket is expected to meet or exceed.

## Scope

This policy applies to users of any computer, mobile device or similar device used on the BISP campus or in any activity relating to BISP, regardless of whether the device is owned by the school or not. It is assumed that ANY user identified has read and understood this policy; using any IT hardware or software linked to the school is regarded as agreement to adhere to the standards below.

## Policy

All IT use at BISP is expected to reflect the good citizenship that BISP hopes all members of the school community will practice. Therefore it is expected that users will meet or exceed the following standards:

- Standard 1: Use should be in accordance with the school's philosophy and objectives.
- Standard 2: In all respects behaviour both online and offline should be courteous, polite and not intended to cause offence to others.
- Standard 3: Use should not be intended or likely to be detrimental to others.
- Standard 4: The rights of others should be respected.
- Standard 5: The purpose of school based technology is to enhance the educational experience of BISP students and to facilitate academic communication.
- Standard 6: Appropriate precautions should be taken to protect the health and safety of the user and others in the school.
- Standard 7: Any commercial use should have the approval of the Headmaster.
- Standard 8: Appropriate precautions should be taken to protect the property of others, including that of the school.
- Standard 9: Restrictions placed on access or use by the school or others should be respected.
- Standard 10: Any exception or heavy use of the school IT infrastructure should have the prior approval of the Director of ICT.

In some cases more details of expected behaviour can be found in relevant Acceptable Use Agreements, which users may be asked to sign. Acceptable Use Agreements amplify and detail expectations, but they do not in anyway supersede the standards above.

The school reserves the right to inspect any school owned device at any time and may ask for access to personal devices where a breach of these standards may have occurred. Any behaviour that breaches these standards may be subject to school disciplinary action.