

DSC International School

DSC International School values the ethical and safe use of information technologies as tools to enhance learning and demonstrate mastery of skills. Students will have access to a wide variety of technologies and will be asked to bring in their own devices. As a community of learners, we will work together to build a set of skills and attitudes that ensure that technology is used appropriately. Our commitments will extend beyond the classroom and beyond the school and we will involve Parents and Guardians in this process by offering workshops on how to support your son or daughter in using technology at home.

Acceptable Use Policy (AUP)

This Acceptable Use Policy was designed to promote the safe, ethical, responsible, and legal use of computing devices and information systems at school and at home. We encourage families to use some of these rules to help establish family-based guidelines for the acceptable use of technology at home. Parents who would like additional advice on creating family-based guidelines may contact our ICT Educational Specialist.

Artificial Intelligence (AI) in Education and Academic Honesty

DSC International School supports the ethical and honest use of AI in education and is committed to upholding ethical standards in the utilization of AI tools. When used appropriately, AI tools offer learners and teachers support and can enrich the learning experience. However, there needs to be an agreed-upon limit and ethical and appropriate use. OpenAI programs, including ChatGPT and DaLLE, stipulate that users must be 13 years of age or older. Therefore, to ensure that DSC students follow legal and policy compliance, elementary students are only permitted to use AI tools embedded within school and classroom-approved programs for students under the age of 13. Students must follow the School's academic honesty policy and properly reference people, sources, and tools (including AI) that influence the ideas or generate content used. Students will be taught how to use and cite AI tools appropriately in class.

DSC Technology Guiding Principle for Safe Use

These were developed with student input.

As a digital citizen, I will....

- T.H.I.N.K. before I post
- use my technology to create, collaborate, and contribute
- use my technology to support stages of the design process and develop creative solutions to authentic real-world problems
- follow teacher instructions and guidelines when using technology
- never agree to go to see a stranger I have met online
- speak with my parents or teacher before responding to a stranger's message or email
- let my teacher and parents know if my laptop is broken or is not working
- take care of my technology and the School's technology I use
- install an antivirus program to avoid computer viruses and maintain my computer well
- use my laptop carefully and wisely.
- take photos of someone only after asking for permission
- share only things I create and be transparent when I have used AI tools for help
- participate in online learning and use technology to demonstrate skill development
- communicate and collaborate with various communities in a safe, respectful, responsible and inclusive manner
- understand my rights and responsibilities when communicating online
- manage my privacy and personal data responsibly
- demonstrate digital citizenship through the appropriate use of technology, as outlined in the schools' Code of Conduct

Before You Post **THINK**



- T** - is it True?
- H** - is it Helpful?
- I** - is it Inspiring?
- N** - is it Necessary?
- K** - is it Kind?

- report any inappropriate use of email, data or unauthorized technology to a teacher, Vice Principal, or Principal

As a digital citizen, I will not....

- Cyberbully, spread hate, sexism, or racism;
- post anything on the internet, social media or online learning platforms that might hurt someone's feelings;
- Use AI tools as a part of my school work without the permission of my teacher;
- access and share offensive online content;
- use a device, earphones, AirPods, headphones or social networking apps during class time in the class without the teacher's permission;
- use my cell phone/smartphone or smartwatch in between classes, during recess, lunch, or an ECA;
- bring my cell phone/smartphone or smartwatch to the bathroom; use my cell phone/smartphone to take photos of anyone in the bathroom.
- Take pictures or videos of any individual(s) without their permission.
- use earbuds, air pods, or headphones outside of the classroom;
- use any device to copy, save or share things that do not belong to me (copyright);
- download songs or movies that belong to someone else;
- access sites not authorized by the School or use a VPN
- give my password to anyone other than my parents or teacher (if they request it); or
- give out my full name, my address, my telephone number or the name and address of the School over the Internet or by email
- attempt to hack into another person's computer or computer system or access their accounts or files without permissions

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Student Agreement

I agree to follow the School's AUP rules. I will listen to my teacher. I know that if I break the rules, I will get in trouble. I will not use my device, the Internet, or social media to hurt another person.

Parent or Guardian Agreement - AUP

As the parent or guardian of this student, I have read the School's Acceptable Use Policy. I agree to support the rules contained in this Policy at school and at home. I hereby give my permission to send email communication to me, allow for my child's photo to be used in School based platforms/publications, and to issue all necessary ICT user accounts so my child can access the School's ICT systems and the Internet. I also give permission for the teacher to create an account for my child when a web-based tool is needed. I understand that this may involve an account on Squirrel, Seesaw, Tinkercad, Blogger, Boomwriter, BrainPop, Code.org, EdPuzzle, GoAnimate, Google CS, Google Earth, Haiku Deck, Kahoot, Kidblog, Newsela, Padlet, Popplet, Powtoon, ReadTheory, Scratch, Socrative, Storybird, ThingLink, Weebly, YouTube and other curriculum-related accounts.

I understand that should my son or daughter commit a violation his or her access privileges may be revoked, he or she may be suspended or expelled from school, and/or appropriate legal action taken. I understand that the School is not liable for any loss or damage of personal devices brought to school.

Privacy Policy Statement

In compliance with Hong Kong's Personal Data (Privacy) Ordinance (Chapter 496) and the EU's General Data Protection Regulation (GDPR), I would like to inform you that the information you have provide will be released to 3rd Party Vendors, such as BrainPoP or Mathletics, to facilitate the creation of user accounts. This information includes the name, grade, class, school and school email address of your son or daughter. In some cases, we may need to provide your email address so that the company can contact you directly to inform you an account was created. We will notify you in advance before doing this. If you have any questions about how we process and use this information, please contact our Data Privacy Officer at dataprivacy@dsc.edu.hk.