

SAS Acceptable Use Practices

Introduction

The Shanghai American School offers its students access to their computer network and the Internet.

In providing network and Internet service throughout the School, the goal is to facilitate access to resources, improve communication and encourage innovation.

The School regards this access as a privilege, not a right. Account holders are expected to act in a responsible, ethical manner, and to abide by Chinese law.

Every student in the SAS community is assigned a SAS network account. Access to computer systems and networks owned by SAS requires that the students are responsible for their own actions.

Infractions of SAS's Acceptable Use Procedures will result in the curtailing or denial of access to network and/or computer lab facilities, and referral to appropriate administrators for disciplinary action.

SAS takes precautions to restrict access inappropriate content but it is not possible to have full control over access over these materials on the Internet. Nevertheless, SAS firmly believes that the development of skills for online research is essential to the educational process. The advantages of the Internet far outweigh the possibility of exposure to material that is inappropriate and/or irrelevant to the school's educational goals.

Acceptable Use Practices for Shanghai American School Electronic and Digital Services

SAS community members are expected to act with honesty, integrity, and respect for others. Each computer user has the responsibility to respect and protect the rights of every other person in our community and on the Internet.

I understand the following:

- I continuously represent SAS whenever and wherever I use e-mail and Internet.
- I will follow the posted and/or handbook rules regarding games use, food and drink, or other site-specific injunctions.
- I understand that SAS has the right to look at any data, electronic mail or files that exist on the network or on individual computers, without the prior consent of system users. In addition, SAS reserves the right to read or remove any files on the network or on individual computers without prior notice to system users.
- If I violate any of these rules or knowingly enable others to violate these rules, I may be subject to disciplinary actions beyond the loss of access to SAS technology, which could include expulsion.

My Use of School Technology Resources:

- I will not attempt to discover or use another user's login name or password, nor will I share my passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- I will respect the work and privacy of others throughout the SAS Network.
- I will use my applications, e-mail accounts, and SAS Network space for school-related activities.
- I will not use SAS School technology resources for commercial activity or to seek monetary gain.

- I will not vandalize or tamper with any SAS technology equipment.
- I will not deliberately perform any act, which will negatively impact the operation of computers, printers or networks. I will make an effort to keep my home computer free from viruses and other destructive materials. If my computer is accidentally infected I will seek help from a professional or a member of the Technology Department.
- I will not assume any fictitious or anonymous identity in any activity that uses SAS technology resources or refers to SAS.
- I will not access, download, store, or print obscene or pornographic material
- I will not store or transfer software used primarily for spamming, hacking, eavesdropping, or network administration.
- I will not represent SAS in any political arena
- I will not forward chain letters, joke collections, Internet urban legends, and other materials that are not educationally related.

My Fair Use of Virtual Materials

- I will not copy or transfer any software under copyright to or from computers on the SAS Network without the permission of the Technology Department.
- I will properly cite any Internet resources that I use in my work.

Whenever I am online at school or away from school:

- I will not annoy, hinder, or harass others with offensive, obscene, abusive, or threatening language in any Internet communication.

My Personal Responsibility for My Own Equipment:

- I will take personal responsibility to ensure my computer and peripherals are well maintained and in constant working order.
- I will promptly repair any damage and/or malfunctions in a prompt manner knowing that the maximum amount of time I can use a school loaner machine is 2 weeks.
- I will backup my computer on a weekly basis (minimum), and acknowledge that the school will be unable to restore your applications and data when a crash occurs unless a backup is accessible.
- I will report any concerns related to misuse, viruses, etc. to the technology specialists at Shanghai American School.

Acceptable Use Procedures Agreement Form

Upon signing this agreement, I, a Shanghai American School student, show that I understand the above guidelines and have had an opportunity to ask further questions about this agreement.

User Name (please print): _____

Grade Level/Homeroom Teacher: _____

User Signature: _____ Date: _____

Parent or Guardian name (please print): _____

Signature: _____ Date: _____

Middle School, Pudong Campus

Bring Your Own Mac 2016/2017

Hardware and Software Requirements

All SAS students in grades 6-12 must bring to school a MacBook Pro, MacBook Air, or MacBook computer (less than 4 years old) with Mac OS X Version 10.11 (or later) operating system.

Student computers must have a productivity suite that is capable of saving documents in standard Microsoft Office (Word, Excel, PowerPoint) formats. Examples of productivity suites with this capability include:

- Microsoft Office 2011 or 2016 (Word, Excel, PowerPoint)
- Apple iWork (Pages, Numbers, Keynote)
- OpenOffice
- LibreOffice

Students may also use online applications, such as Google Documents/Spreadsheets/Slides or Microsoft Office 365, although network connectivity may be needed.

Additionally, students must:

- have a 500 GB minimum external hard drive for purposes of backups.
- maintain the computer in proper operating condition (i.e. functional and without any damage preventing proper operation). Students who have AppleCare can access the services in the Apple Service Centers, often without charge.

Loaner computers are available for short periods of time (maximum 1 week) while required repairs are carried out.

To check warranty coverage for MacBook computers, please refer to the following link: <https://checkcoverage.apple.com>