

Acceptable Use Policy of Technology at YIA

PURPOSE

YIA students are expected and encouraged to use various technology resources and information systems as tools to enhance learning. YIA seeks to partner with parents and students in all aspects of school, including the acceptable use of technology. The use of technology, both at school and at home, can be a positive and productive part of the learning experience. YIA students are expected to exercise their privilege, not their right, to use all technology resources in a responsible and ethical manner consistent with the mission of the school, school policies, the school's internet service provider, and appropriate national and local laws. As such, students are ultimately responsible for their conduct and will be held accountable for inappropriate use.

EQUIPMENT AND FACILITIES

Technology resources and information systems covered under this document includes but is not limited to all hardware (computers, mobile devices, cameras, TVs, projectors, microphones, sound systems, local hard drives, networking devices, physical infrastructure, etc.) and all software (user accounts, programs, applications, cloud-based systems, files, data, etc.) used at YIA or sponsored events regardless of whether such technology resources are personal or YIA-owned. As such, technology resources and information systems are subject to confiscation and investigation by authorized personnel without notice or permission in order to maintain compliance with this acceptable computer use policy. All students are issued a username and password for access to and use of the school network. This information must be kept private, managed, and kept confidential. Usernames and passwords are not to be shared with anyone except authorized personnel, school representatives and parents.

SECURITY

Secondary students will receive personal usernames and passwords. These passwords are confidential information and should not be shared with classmates. For collaboration on school-related matters, students are strongly encouraged to use the school-provided email account. This ensures the highest degree of transparency and accountability.

LEARNING OUTCOMES

It is our goal that members of the YIA community become people who strive to LEARN, LOVE, and LEAD, even through their use of technology.

LEARN

- I will learn through the use of technology by using equipment and facilities for academic purposes that are beneficial.
- I will learn through the use of technology by protecting my time and attention, specifically by avoiding games, messaging platforms, and social media without



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express permission from teachers and administrators.

- I will learn through the use of technology by seeking beneficial material as opposed to accessing, storing, transmitting, or distributing objectionable, inappropriate, offensive, indecent, obscene, and pornographic material.

LOVE

- I will love through the use of technology by taking care of equipment and facilities belonging to me and others
- I will love through the use of technology by respecting others' physical and intellectual property, specifically by obeying Fair Use and Copyright laws and policies in order to respect others
- I will love through the use of technology by being respectful, encouraging, helpful, and lawful to others.

LEAD

- I will lead through the use of technology by exercising good judgment regarding the protection of my own and others' data, security, privacy, and access.
- I will lead through the use of technology by complying with and promoting security measures.
- I will lead through the use of technology by forbidding the presence of food and drink in the vicinity of equipment and facilities.

SCHOOL-OWNED DEVICES

School owned devices should be handled with care. Do not drop it, get it wet, leave it unattended, or leave it outdoors. If a school owned device is lost or damaged, the student and/or parent is responsible for paying for repairs or the balance owed on the lost/damaged device, and furnishing a replacement device as soon as possible either by purchasing a new device through the school or providing their own in accordance with school specifications.

Students will have access to classroom iPads and computers, as well as other materials for their Technology class.

Students are required to:

- Abide by this policy at all times.
- Use the assigned device for educational purposes only. At no time will they be used for commercial or business use, or for political reasons.
- Make no unauthorized changes to the device's configurations. This means no adding, removing, or adjusting any computer or iPad software or hardware.
- Use ordinary care and diligence in protecting, safeguarding, and supervising the use of the device and returning it to teacher in the same condition it was in prior to



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- checkout, excluding normal wear and tear.
- Keep food and beverages away from the iPad to prevent damage.
 - Protect iPads by carrying it in the case provided.
 - Refrain from placing stickers or drawings on the device or its case.
 - Report any issues, concerns, needed improvement to the teacher.
 - Assume liability for any damage, loss, or theft of the equipment while in your care.

CONSEQUENCES FOR VIOLATIONS

Students who have discovered a possible violation of this document shall promptly report it to a principal or teacher. The alleged violator will be referred to the proper authority for investigation. Violations can result in appropriate consequences that may include but are not limited to

- apology to injured parties
- monetary payment to repair/replace lost/damaged equipment/systems/data/facilities
- deletion or reimaging of devices
- supervised privileges
- suspended privileges
- loss of privileges
- counselling /mentoring
- conference with parent(s)/guardian(s)
- suspension or recommendation for expulsion from school (for severe violations)

In any specific instance, the school administration makes the final determination as to what is and is not a violation of this document and also decides appropriate consequences based on the school's disciplinary consequences outlined in the handbook.

COST DUE TO LOSS OR DAMAGES

Below is the Technology Replacement Price List for School Year 2021-2022

Item	Cost
iPad:	
charging cable	20 RMB
wall charger	150 RMB
keyboard	150 RMB
screen	1,200 RMB
MacBook Pro:	
Charger	500 RMB
Screen	4,000 RMB
Keyboard	1,000 RMB



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Calculator	2,500 RMB
if the device is lost, the student should replace it with the same model (brand new) Laptop damages will vary based on the model of laptop and type of damage.	

SUMMARY

This policy can be summarized in the following points:

- I commit myself to think before I act and accept responsibility for my actions,
- I commit to positively interact amongst the YIA community and digital society,
- And I commit to using technology to LEARN, LOVE, and LEAD.

YIA 电子产品使用政策

目的

为提高学生学习，YIA鼓励学生使用各种技术资源和信息系统作为学习工具。YIA在各个方面寻求与家长和学生进行合作，包括可接受的信息技术使用方面。无论是在学校还是在家中，学生使用信息技都可以成为学习体验中积极而富有成效的一部分。在学习中使用信息技术被视为是YIA学生行使的特权，而非权力，学生应遵守学校使命、学校政策、学校互联网服务供应商以及国家和地方法律，以负责任和道德的方式使用电子产品。因此，学生对自己的行为负有最终责任，并将对其不当使用行为负责。

设备与工具

本文件（协议）涉及的技术资源和信息系统包括但不限于在 YIA 或赞助活动中使用的所有硬件（包括电脑、移动设备、照相机、电视、投影仪、麦克风、音响系统、本地硬盘、网络设备、基础设施等）和所有软件（包括用户账号、项目、应用、云系统、文件、数据等），无论由 YIA 持有或个人持有。因此，按照此电子产品使用政策，学校授权人员可在不提前告知或未经许可的前提下对技术资源和信息系统调查或没收。所有学生都会收到登录和使用校园网的账户名和密码，学生必须合理管理，仅供个人使用，不得向他人泄漏。除学校授权人员、学校代表和家长以外，校园网的账户名和密码不可告知他人。

安全

中学生将收到个人用户名和密码。

这些密码是保密信息，学生不应与其他同学分享。

对于学校相关事宜，强烈鼓励学生使用学校提供的电子邮件帐户，以保持最高水平的透明度和可靠性。

学习成果

我们的目标是让 YIA 社区的每一位成员成为会**学习**、有**爱心**、有**领导力**的人，即便是使用信息技术的时候。

会学习

- 我将信息科技和相关工具用于对我有益的学术学习。
- 我在使用信息科技时，会合理规划时间和保持学习注意力，在没有得到老师和学校管理人員的明确许可下，绝不玩游戏、绝不使用聊天工具以及社交媒体。
- 我将信息科技用于搜寻学习资料，绝不用于访问、存储、传输或传播令人反感的、不适当的、冒犯性的、不雅的、淫秽的和色情的材料。

有爱心

- 我会在使用信息科技时，爱护好自己及他人的设备。



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- 我会在使用信息科技时尊重他人的物质和知识产权，特别是遵守公平使用和版权法律以及相关政策，以尊重他人。
- 我会尊重他人，鼓励和帮助他人，以合法的方式使用信息科技。

富有领导力

- 在使用信息科技时，我将锻炼领导力，在保护自己和他人的数据、安全、隐私和访问等方面做出明智的判断。
- 在使用信息科技时，我将发挥领导力，遵守并示范安全举措。
- 在使用信息科技时，我将发挥领导力，严禁在设备和设施附近出现食物和饮料。

学校设备

应合理保管学校设备。切勿丢弃、弄湿、置之不理或置之户外。若丢失或损坏学校设备，学生和/或家长需承担维修费用或支付与所丢失/受损的设备价值相当的费用，通过学校购买或自行提供相同规格的全新设备，尽快替代损坏的设备。

学生在信息技术课上可使用教室的 iPad 和电脑，以及其他资源。

学生应做到：

- 在任何时候都遵守电子产品使用政策；
- 学校的设备仅限于学习，不用于任何商务或政治目的；
- 未经允许不改变设备的配置，不安装，卸载或修改电脑或 iPad 里的软件或硬件；
- 爱护学校设备，归还时设备应保持原样（正常磨损除外）；
- 不将食物或饮料靠近 iPad，以免损坏 iPad；
- 爱护 iPad，始终将防护外壳套在设备上；
- 避免在设备或设备外壳上张贴或涂画；
- 有任何问题、担忧或需改进的地方及时向老师报告；
- 学生保管期间，一旦发生任何设备损坏、丢失或被窃，学生将承担赔偿责任。

违规和后果

学生一旦发现可能违反本协议的行为，须及时上报校长或老师；涉嫌违规学生将交由合适的学校授权人员展开调查。违反本协议的后果包括但不限于

- 向受害方道歉
- 承担维修，替换丢失或受损设备、系统、设施的相关费用
- 删除或复原设备
- 在监管下使用电子产品
- 使用电子产品的特权被暂停
- 使用电子产品的特权被取消
- 心理咨询/辅导
- 学校与家长（监护人）面谈
- 休学或建议开除（严重违纪）



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在任何具体情形下，学校管理者保有对违反本政策行为的最终决策权，并根据《学生家长手册》中的相关纪律规定裁定适当的惩罚措施。

丢失或损坏价格赔偿

以下是 2021-2022 学年的电子产品更换价格表

产品	价格
iPad: 充电线 壁式充电线 键盘 屏幕	20 RMB 150 RMB 150 RMB 1,200 RMB
苹果笔记本电脑: 充电线 屏幕 键盘	500 RMB 4,000 RMB 1,000 RMB
计算器	2,500 RMB
如果设备丢失，学生需更换相同型号（全新）的笔记本电脑。笔记本电脑的损坏因电脑型号不同和损坏程度不同，赔付成本将有所不同。	

总结

该政策可以概括为以下几点：

- 我承诺在行动之前先思考并为我的行为承担责任；
- 我承诺在 YIA 社区和数字社区中进行积极的互动；
- 我承诺通过合理使用信息技术成为会学习、有爱心和富有领导力的人。

SIGNATURE PAGE

签字页

Before using technology resources and information systems at YIA, users must sign a statement indicating that they have read, understand, and intend to comply with these policies and all other related policies. Should users fear that the privacy and/or security of their devices have been compromised, they should make an appointment with a representative of the IT department. I have read and understood the YIA Acceptable Use of Technology and Information and the consequences of not following the principles outlined in it.

在使用 YIA 提供的技术资源和信息系统之前，用户必须签署一份声明，表明他们已阅读、理解并愿意遵守这些政策和所有其他相关政策。如果用户担心设备的隐私和/或安全受到损害，请与 IT 部门联系。

我已阅读并知晓 YIA 电子产品使用政策及违反其原则需承担的后果。

Student Name
学生姓名

Student Signature
学生签字

Date
日期

Parent/Guardian Name
家长/监护人姓名

Parent/Guardian Signature
家长/监护人签字

Date
日期



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