

General Guidelines for acceptable use of technology:

- (1) Students will have access to all available media and communication which is in support of education and research as well as the educational goals and objectives of Modern Knowledge Schools and the Ministry of Education in Bahrain.
- (2) Students are responsible for their ethical and educational use of the technology resources.
- (3) Access to technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Use of Technology Resources Policy.
- (4) Transmission of any material that is in violation of any policies of the School or Ministry of Education is prohibited. This includes, but is not limited to the following:
confidential information, copyrighted material, threatening or obscene material, computer viruses or malware, live-streaming during school hours, and/or posting photos or videos on social media without consent of those pictured and permission of school administration.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.

Privacy and Safety:

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage of files is not guaranteed to be private or confidential.

Legal Propriety:

Comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or principal. Plagiarism is a violation of Modern Knowledge Schools policy. Give credit to all sources used, whether quoted, paraphrased, or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.

Digital Communication:

- Always use appropriate language.
- Do not transmit language/ material that are profane, obscene, abusive, threatening, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Students should maintain high integrity with regard to email and digital content.
- No private chatting during class without permission, then only on Hangouts.
- Accessing social media, streaming sites, proxy sites, gaming platforms, and adult content for purposes which are not directly related to instruction is strictly prohibited.

- K12 data is subject to inspection by the school Technology Director.

Consequences:

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Non-compliance with the policies of the Technology Acceptable Use of Modern Knowledge Schools Computers/Network Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by Technology department to ensure appropriate use.

Violations may result in a loss of access to technology resources. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.

Students may or may not lose their privileges depending on the severity of the action:

- 1st Offense:

Students will lose their technology resources (Gmail account will be suspended) for 2 school days.

- 2nd Offense:

Students will lose their technology resources for one week. Parents conference will be required to claim back their account access.

- The consequences listed are to be used as a reference for the school and the final decision will be made by the school principal based on the recommendation of the disciplinary committee.

The administration has the right to review each case depending upon severity to determine a student's disciplinary actions.

The content of this policy has been adapted and modified from similar documents available online, mainly: ([HighSchool](#), 2018)