



上海耀中國際學校

YEW CHUNG INTERNATIONAL SCHOOL OF SHANGHAI

Policy for the Appropriate Use of School Provided Laptops and Network Services

Teachers' acceptable use of school laptops

1. The user will have administrative right to download software and Internet material as well as set all preferences on their account. To ensure that all laptops on the school network are running in accordance with the acceptable use policy, a second administrator account will be kept on all machines which will grant ITD staff full access to the system to perform maintenance work collect system data for service improvements. Employee documents will remain private and secure based upon the permission structure of accounts.
2. Users must not attempt to implement, configure, or create their own network infrastructure at school. This includes, but is not limited to, basic network devices such as hubs, switches, routers, network firewalls, and wireless access points. If you need help at school, contact IT Division (ITD).
3. Users shall not attempt to repair, upgrade or modify school owned technology resources. All requests for repair or service shall be forwarded to the school IT Division. Those who damage a system due to improper or unauthorized repair or other misuse may be held liable for the repair or replacement costs where applicable.
4. Schools, departments and users are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support school owned technology devices.
5. It will be the user's responsibility to ensure he/she adheres to any copyrights, licenses, trademarks, and other intellectual property rights of any individually installed software systems beyond that which has been installed by the school.
6. As providers of the computer equipment and digital network, the school reserves the right to monitor all users' communications on the school's digital network, even with remote equipment. This authority is based on ensuring the appropriateness of school communications so that random computer checks may be done. Each user must have clearly understanding this procedure.
7. Teachers and administrators are responsible for the safe keeping of all content (data security) and appropriate use of the system at all times.

Damage or loss to school laptops

1. If a user's laptop is broken or under repair, the school will maintain a pool of spare machines that can be used for the period of time that the machine is out of action.
2. Users should avoid using food or drink near the laptop while it is in use.
3. Users should avoid putting heavy stuff on top of the laptop since the surface of the laptop may get out of shape and in turn the DVD driver may get damaged.
4. Users should avoid exposing laptops to extreme temperature, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.
5. If a laptop is not being used for a long period of time (winter break for example), the user should shut down the machine, disconnect the power plug and keep the laptop in a safe place. It is also recommended that the user restarts the laptop from time to time in order to obtain the optimum laptop performance.
6. The school will provide storage for staff members who wish to hand in their computer during a holiday period (e.g. they don't want to take the laptop with them on holiday).
7. Teachers and administrators are responsible for complying with all security directives. Staff members who are issued with a school laptop are responsible for their protection and safe keeping. Users will be liable for any costs needed to repair or replace any assigned device that is lost, stolen or damaged due to negligence. Each individual incident will be reviewed by the Co-Principals on a case-by-case basis to determine liability.
8. If a laptop is completely destroyed or lost and it is determined that the loss or damage was due to the user's negligence, the replacement cost to the employee will be based on the depreciation of the laptop (i.e. the user would not be expected to pay full replacement cost of their laptop which is a year or two old). The depreciation cost will be determined by IT Division.
9. Under no circumstance should a teacher allow a student to use a school-provided laptop while the teacher is logged in to their home account. Students should only be permitted to use a teacher's laptop by logging in to a specially created "Guest" account. The teacher will remain responsible, however, for the safety and appropriate use of the laptop at all times.

Damage or loss to laptop locks and laptop accessories

1. Users will be provided with a lock and two keys and are responsible for locking and keeping laptops safe; laptops should not be left in any unsupervised area. The lock with two keys should be returned with the laptop when a teacher finishes their employment at YCIS.
2. Users will be provided with a "Mini Display to VGA Adaptor" and are responsible for taking good care of it. The adaptor should be returned with the laptop when a teacher finishes their employment at YCIS.
3. Users will be provided with a cover case and it is expected that this will be used to protect the laptop machine so that the laptop can be re-issued to others in the future, if necessary. The cover case will be a one-time gift to the user and will not need to be returned with the laptop.
4. If any of the captioned items are broken, ITD will get them repaired or replaced. Although if any of the items are lost, ITD will charge for each additional purchase of each item according to its unit price. Each individual incident will be reviewed by the Co-Principals on a case-by-case basis to determine liability.

The cost will be either covered by academic budget or teacher's personal payment according to Co-Principals' final decision.

5. The unit prices are: laptop lock - RMB265.00, laptop lock-keys - RMB80.00, Mini Display to VGA Adaptor - RMB238.00.

Laptop maintenance policy

1. IT Division (ITD) will arrange asset tracking of all teacher laptops, including the laptop power cord since it has to be coupled with the master machine (i.e. each cord is matched to a specific laptop and must stay with that machine). An asset sticker will be placed on both the master machine and the power cord.
2. ITD will maintain the administrator login in order to ensure the long term management of the machines.
3. Software updates will occur on a regular basis to improve the machine's capabilities. ITD will notify all teachers about the details of any update. Users can click on the 'Update' action at their convenience since the timing of the updates is different for each teacher during school hours. Users need to complete all updates to ensure the machine's stability.
4. The teacher laptops may need to be re-imaged, especially at the end of each school year. Teachers will be helped to back up the data files before the re-image is conducted.

Laptops pool for substitute teachers and special cases

1. The school will maintain a pool of extra laptops for teachers to use. These laptops may be used by supply teachers, visiting teachers or leaders, or in the case of a laptop being under repair.
2. A school laptop can be signed out by the school appointed staff member and returned once the teacher has finished using it.
3. The terms of use of these laptops will be exactly the same as those laptops assigned to individual teachers.

Data storage and backup policy

1. Teachers are required to upload all of the school's intellectual materials to the school network folders in order to obtain safe storage together with professional backups
2. Teachers / leaders are encouraged to continue to save work on the network or at least back up work on the network so that it can be used by others in the future (i.e. a trip organizer should save work on the network for the organizer of the following year to use)
3. It will be the individual teacher's responsibility to back up his/her own personal data to personal external drives from time to time. The School will not be responsible for any loss of personal or school related data. Teachers should also ensure they save personal data to a centralized folder to avoid any data-loss during the re-imaging of the machines.

Life-cycle of laptops

1. Each new school purchased laptop will have a 3-year warranty

2. The laptops will continue to be used by staff members beyond the three-year life cycle until the machine is no longer worth repairing – at that point the laptop will be replaced with a new laptop
3. When a teacher leaves the school, the teacher must return the laptop computer to IT department along with all accessories (one laptop lock with two keys, one Mini Display to VGA Adaptor), and IT staff will sign the HRD exit form. Costs of laptops not returned or not returned in acceptable condition may be charged to the employee, at the discretion of the Co-Principals

Passwords

1. The Teacher's laptop computer account and school network account are for their individual use only. Teachers should not let anyone else use their accounts and are responsible for all activities that originate from their school accounts.
2. Teachers are responsible for the security of their passwords. Teachers should choose passwords that cannot be easily guessed. Passwords must be safe guarded and not shared with others
3. Passwords do not carry an expectation of privacy when it comes to school internal or criminal investigations.

Acceptable use of school wireless and cabled networks (Staff and Students)

I. Background and Definitions

- I. The School provides access to its computing and communications systems in order to support the educational activities of the School.
- II. This policy covers all computers, hardware, software, data, communication systems and any other components connected to or associated with these systems, which includes but is not limited to, personal computers, servers, e-mail systems, Web access and file storage areas.
- III. The School grants access to some or all of these systems, to students, staff, and others by special arrangement, as a privilege, upon written acceptance of this policy. Upon acceptance, a username will be allocated for the exclusive use of the individual who is responsible and accountable for all actions carried out under this account. The School hereby reserves the right to withdraw this privilege at any time without prior notice.

2. Confidentiality

- IV. All files stored on School systems are considered to be the property of the School and as such should not be considered confidential to the user. School files and data may not be copied onto portable media without the permission of the Co-Principals.
- V. Users must respect the privacy of other users and as such they may not access private files or communications of others, even if these files are unprotected.
- VI. The School reserves the right to view or alter files, as it deems necessary.
- VII. The School will routinely monitor data and voice traffic flows and will remotely monitor all workstations.
NB: Users of the network system should be aware that all Internet services are logged.

3. Acceptable Use

Users are encouraged to use the School computers, software packages, electronic mail systems and web based services for educational and research related activities and to facilitate the efficient exchange of information.

4. Unacceptable use

General: Computing or network resources must not be used for any commercial or significant personal purposes, including online gambling, financial transactions, e-commerce, stock trading.

Unacceptable uses shall include, but not be limited to, the following:

- VIII. The creation, dissemination or possession of illegal, pornographic, racist, violent, obscene or otherwise offensive documents, images or files.
- IX. Any abusive conduct such as sending harassing messages, knowingly introducing computer viruses, hacking network systems or causing damage to any School property (hardware or software).
- X. The use of the School network for recreational game playing or internet chat rooms. This is forbidden unless it forms part of an official school programme of study.
- XI. Using the school's computing and communications systems to access unauthorised accounts or computer systems either inside or outside of the School Campus. This includes but is not limited to, intercepting e-mails, hacking network accounts or systems and deliberately attempting to circumvent any system's security measures.
- XII. Deliberate activities with any of the following characteristics:
 - wasting School resources, including time on systems accessible via the Internet or other computer networks, the effort of staff involved in the support of those systems, paper, printing and other associated resources supplied by the School;
 - corrupting or destroying other users' data;
 - violating the privacy of other users;
 - disrupting the work of other users;
 - using the computer system in a way that denies service to other users (for example, deliberate or reckless overloading of equipment).

5. Compliance

- XIII. It is the responsibility of the user to take all reasonable steps to ensure compliance with the conditions set out in this Policy document, and to ensure that unacceptable use of the computer systems does not occur. If the user learns of any instance of Unacceptable Use of the computer systems, he or she should notify an appropriate IT Division supervisor immediately.
- XIV. Non-compliance may result in the withdrawal of the right to use the School system. Restoration of a withdrawal of service may be made only when the appropriate Senior Manager is satisfied that the behaviour of the user may be acceptable in the future.
- XV. Where the violation of these conditions is illegal or unlawful, or results in loss or damage to The School resources or the resources of third parties accessible via Internet or other networks, the School may

take legal proceedings to recover compensation for any loss or damage suffered together with the costs of taking such proceedings, as appropriate

Exit procedure

1. Upon leaving YCIS, the following three items need to be returned to ITD: teacher's laptop, laptop lock with two keys and the Mini Display to VGA Adaptor.
2. You are welcome to return the laptop bag but it is not mandatory;
3. In a case where one or more of these items are lost, it will be the teacher's responsibility to pay for the cost of the corresponding items according to their unit prices, although the cost of the laptop will be charged at the depreciated price.

Enforcement

1. Users who violate the policies in this document may be denied access to YCIS computing or technology resources and may be subject to other disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the YCIS disciplinary procedures applicable to the user.
2. YCIS may suspend, block or restrict access to an account or user, independent of the policies in this document, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of YCIS or other computing resources or to protect the YCIS from liability. YCIS may also refer suspected violations of applicable law to appropriate law enforcement agencies.
3. YCIS reserves the right to disallow access to technology resources in order to protect the technology resources owned by the school. In addition to this, the school reserves the right to uninstall any software which interferes with the functionality, security or integrity of school owned workstations and other technology resources. The school co-principals will be notified if any actions are taken.
4. Users of school owned technology resources are responsible for the security and safe-keeping of these resources at all times. Also, users can be held responsible for violations of this Policy of Acceptable Use if their system is used with or without their permission to violate any portion of this Policy of Acceptable Use or any applicable codes of conduct or laws.

FAQ for School Laptop Use

1. What happens if I lose my laptop (e.g. leave it in a taxi?)

You will be responsible for the replacement cost of a new school laptop if it is lost. If there are extenuating circumstances, these will be taken into account by the Co-Principals.

2. What happens if my laptop is damaged or not working?

If your laptop is broken or under repair, the school will maintain a pool of spare machines that can be used for the period of time that the machine is out of action. You will need to ask IT Division to arrange for the laptop to be repaired. If the damage is due to your negligence, you may be asked to cover the costs of the repairs. This decision will be made by the Co-Principals

3. Is my laptop insured by the school?

All of school laptops have 3-year Apple Care purchased to protect the machines at certain level (as much as possible), although some types of damage are not covered by the Apple Care so users will need to take special care to protect their laptops both at school and away from school.

4. What happens if my laptop is stolen?

You will be provided with a lock and are responsible for locking and keeping your laptops safe at school; laptops should not be left in any unsupervised area. If a laptop is stolen at school it should immediately be reported to the Head of Security and the Co-Principals. The decision of who pays for the laptop (i.e. school or teacher) will be determined by the Co-Principals, based on security measures which were taken to avoid the loss of the laptop, and any other factors.

5. If I do need to pay for a replacement laptop, do I need to pay the full amount?

The replacement cost to the employee will be based on the depreciation of the laptop. The IT division will determine the depreciated cost.

6. Am I allowed to let students or friends/family members use my school issued laptop?

Yes, within limits. Under no circumstances should a staff member allow friends and family to use the computer while it is logged in to his/her account. As the staff member has administrative rights to the machine, he/she should create separate user accounts for any friend or family members who wish to use the machine. These should be managed accounts without full administrative privileges. The staff member remains responsible for any use of the computer that violates the acceptable use policies described in this document.

7. Do I have rights to download software, apps, materials etc...?

You will have administrative rights to download software and Internet material on your own school issued laptop. Please use this privilege responsibly. You must not attempt to implement, configure, or create your own network infrastructure at school and you should not attempt to repair or modify school owned technology

resources. It will be the your responsibility to ensure you adhere to any copyrights, licenses, trademarks, and other intellectual property rights of any individually installed software systems beyond that which has been installed by the school.

8. Can I take my school laptop on business trips, school trips and on holidays?

You can feel free to take your school laptop wherever you go, including overseas, but the same responsibilities for the safety and security of the laptop are always in place. If you want to leave your laptop at school during the summer holidays, the school will provide safe storage for you.

Regarding taking school laptops abroad through China Custom, we would encourage our teachers to fill in the form “APPLICATION FORM FOR IMPORT & EXPORT OF PERSONAL EFFECTS” (refer to Appendix One) at the airport and get the stamp from the custom officer. Upon teacher’s return, holding the stamped form will ensure the import of the laptop at the custom. No additional Fapiao will be needed.

9. What happens if the laptop is damaged while being used by students in class? (i.e. dropped)

As students have more access to laptop computers at YCIS in the future we want to teach the students to become responsible laptops users. As teachers, we would like you to model the precautions we should take to protect our property. If the laptop is damaged by a student due to teacher negligence, then responsibility will fall onto the teacher, but teacher liability will be determined by the Co-Principals on a case-by-case basis.

10. Will they take away my desktop computer in my teaching room now that I have a laptop?

In general, the school is planning for teachers to migrate to a Mac computing environment throughout the whole of the 2011-12 academic year. This means that the existing PC work machines that are less than five years old will remain unchanged until the end of the 2011-12 academic year. The desktops will be collected and reused by the administrative staff around June of 2012.

11. Do we get cords to connect it to the LCD projector (Smart board) and speakers in our rooms?

Every teacher will get one “Mini Display to VGA adapter” for connecting to the projector s. Please do take good care of the adaptor and ensure you carry it with you when it is needed. ITD will replace broken adaptors without charge, although in the case that an adaptor is lost ITD will charge RMB238.00 for each additional purchase of the adaptor. It will be the Co-Principal’s decision as to where the payment will come from based on a review of the incident.



Mini Display to VGA adapter

The Mini DisplayPort to VGA Adapter lets you connect a standard analog monitor, projector, or LCD that uses a VGA connector or cable to a Mac with a Mini DisplayPort.

Price: ¥ 238.00

12. What if I still need Windows operating system for my teaching?

All machines in the Apple Mac ICT Labs will have dual operating systems and Windows specific software systems can be installed upon a teacher's requests (with purchased licenses).

As for teachers' individual laptops, in general the school would like to standardize the computing platform to minimize unnecessary maintenance efforts. This is because our students will need to be facilitated with the same study environment as our teachers. Dealing with multiple operating systems may cause complication and difficulty in the long term. In a case in which a windows software system is well justified, the school will need to purchase and install dual operating systems for those teachers.

13. Do I have to take a laptop and do I have to use it?

We are hoping that all the professional educators at YCIS will reflect modern communication methodologies, for everyone in our school community. Sharing, learning, and developing the use of a school issued laptop can be viewed as an opportunity for professional development. We believe giving teachers this laptop is an effective way of enabling our teachers to use tools that students are expected to use in the future. If you prefer to use your own computer, or have other reasons for not using a school issued laptop, please discuss this with the Co-Principals.

14. Do I need to return the laptop cover case and lock?

The lock and both keys need to be returned with the laptop when you cease your employment with the school but the cover case does not need to be returned.

15. Can I use my personal laptop or other personally owned technology devices around the school campus?

You can use your personally owned devices around the school campus, although you are responsible for the safe keeping and proper use of your property. The school will not be liable for any damage or loss of personally owned devices. In addition, schools and departments are prohibited from designating, sponsoring or assigning staffs to perform any kind of maintenance, repair, configuration or installation services to support personally owned technology devices.

16. Why is the school moving away from PCs and choosing Macs instead?

In depth research was carefully conducted before this decision was made. The focus of the research was not about the functionalities of the machines but about which platform can best serve our educational objectives. The following is a summary of the supporting points for adopting a Mac computing platform:

- A Mac computer is the only hardware which supports multiple operating systems (Windows, Mac OS, Linux, etc.) within one machine
- Mac computers are more durable and robust both as far as hardware lifecycle and system stability and security are concerned
- Apple has a dedicated education sector with robust hardware design as well as software systems that have the best applications for students

- Manageable, low maintenance efforts of Mac machines support the large scale usage on school campuses;
- Sophisticated and comprehensive professional development programmes help schools align with technology in teaching and learning
- As the Mac machines are simpler and easier to learn and manage, teachers are assured of successful laptop course sessions
- They are the most popular choice within the international school community
- Once all factors are considered, the cost is not necessary much higher

17. Can teachers purchase their school laptop on a reduced rate at the end of their contract?

The school cannot offer this service due to the complications such a programme would create. The school laptop is more than just computer hardware. It carries a lot of software systems as well as other school intellectual materials. It is also complicated to transfer the 3-year Apple Care to a different owner since a Fapiao is required. You can choose to purchase a personal laptop through your school and enjoy the school discounted price.

18. How can I become an “Apple Certified Trainer and Apple Distinguished Educator”?

Apple Certified Trainers (ACTs) and Apple Distinguished Educators (ADEs) target different audiences.

Apple Distinguished Educators are for general classroom teachers who are passionate about technology used in their classroom and would like to both learn from and add to the ADE community. We run ADE programmes twice a year. The upcoming application will start in Dec 2012, for a new class of ADE in 2013. An invite to participate will be emailed to schools and also posted on the following application page:
<http://ade.apple.com/apply/>

Apple Certified Trainers (ACTs) are for professional users, but also apply to advanced Music, Film or Art teachers. They will have to go through both end user training and train-the-trainer training to get certified on programmes like Final Cut Pro or Logic Pro.

19. How do I use my laptop lock?

Each laptop lock comes with two keys; we would like to suggest teachers store one key at home and add the other key to your personal key sets. For emergency cases where you don’t have the keys but the laptop needs to be unlocked, please call our school ITD staff, they have a master key which can unlock all of the laptop locks, although this master key is only intended to be used in these types of special occasions.

20. What if I lost both keys of my laptop lock?

Teachers will be responsible for the purchase of additional laptop keys at RMB80.00 each, which is the price quoted by the vendor. Please also note that it will take about a month for any additional keys to be delivered to us after payment since the keys are made in the USA. For any special circumstances of loss of the keys, Co-Principals will make the final decision based on the review of each incident.

K64186

*idea: Shared Access allow users to lock down shared notebook computers. The Custom Keyed MicroSaver® is the most popular option for any business or institution. Custom keyed solutions give you more control over equipment while safeguarding employees from notebook and data theft. Custom keyed options also protect against down-time caused by lost keys. The Shared Access solution allows all user keys to open all locks so multiple users can work from shared notebook computers. Features * Super-strong, steel composite cable with carbon tempered steel core * 6-ft, 5.5mm thick cable * Built-in defense system guards against lock tampering * Patented T-bar lock provides superior lock strength and theft protection * Locks into the standard Kensington security slot found in 99% of notebooks, and many flat panel monitors, CPUs, projectors, printers, docking stations, tablet PCs,*



价格: 265元/个

*and other devices * Sleek styling and design won't block notebook ports or lift a notebook off the desk * Online key code registration to replace lost keys * Ships with multiple user keys Warranty MicroSaver® Custom Keyed Notebook Lock - Keyed Alike is backed by the Kensington Limited Lifetime Warranty.*

www.kensingtonchina.com

 Kensington

Appendix One

海关编号: Serial No.

中华人民共和国海关
CUSTOMS OF THE PEOPLE'S REPUBLIC OF CHINA

进出境自用物品申请表
APPLICATION FORM FOR IMPORT/EXPORT OF PERSONAL EFFECTS

常驻人员 学生
 Resident Student

申请人姓名 _____ 身份 专家 定居者
 Applicant's Name _____ Status Expert Settler

国 籍 _____ 所在机构 _____
 Nationality _____ Dept.

职 衔 _____ 身份证号 (Identity Card No.) _____
 Rank _____ 居留证号 (Resident Card No.) _____

住址及电话 _____
 Add. & Tel. No. in. P. R. C.

本人申请进/出境下列自用物品: _____ 进/出境口岸 _____
 I hereby apply for import/export of the _____ Entry/Exit port

following personal effects:

| 物 品 名 称 Description | 数 量 Quantity | 单 位 Unit | 价 值 Value | 进出境地海关批注 Remarks of the Entry/Exit Customs |
|------------------------|-----------------|-------------|--------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | |
|--|--|
| 申请人签字: Applicant's Signature 机构签章 Sealed by the Applicant's Dept. 日 期 | 主管海关批注 (Remarked by the Local Customs) 附页 Attached list _____page(s) 有效期至: 年 月 日 Be effective before: <div style="text-align: right;"> 经办关员签字 Officer's Singatuer </div> |
|--|--|

| | |
|-------|--|
| Date: | |
|-------|--|

注：本申请表正本为口岸海关验放物品凭证，必须在本“申请表”有效期内与申请人身份证件及长期居留证件同时使用方为有效。

Note: The application form shall be submitted to the Customs within the term of Validity together with the identity card and the resident card.

第一联 正本（口岸海关验放物品后退主管海关）

PAGE I ORIGINAL (FOR CUSTOMS CLEARANCE & FILE)