



## **Primary ICT Acceptable Use Policy Regency Park and Century Park Campus**

小学部 ICT 使用守则(御翠园及世纪公园校区)

### **Introduction 介绍**

Students use the Internet widely inside and outside of school and need to learn how to evaluate Internet information and to take care of their own safety and security. The purpose of Internet usage in school is to ensure quality access to information, encourage 21st century learning and promote student achievement. Internet access is an entitlement for students who show a responsible and mature approach to its use.

学生在校内和校外广泛使用互联网，他们需要学习懂得如何识别网络信息和注意个人安全和保障。学校为学生提供互联网的目的是确保学生能更好地利用它获得有益的信息，鼓励学生使用新的学习方式，提高学生成绩。正确使用互联网是学生负责任和成熟的表现。

### **The school's Internet access is designed to enhance and extend education. 互联网使用旨在加强教育**

Students are taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Staff members guide students to online activities that will support the learning outcomes planned for the students' age and maturity. Students are educated in the effective use of the Internet for research, including the skills of knowledge location, retrieval and evaluation. Students are taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

对于互联网的使用，我们会给予学生清晰详细的指导，并明确告知哪些是禁止使用的。教师协助学生使用适用于他们年龄的网络教育资源，有利于提高学习效果。学生学习如何有效使用网络搜索功能包括知识的定位、检索及评估等技巧。同时，掌握如何使用网络信息资源，以及在书面作业中引用材料时尊重版权的重要性。

### **How we manage email 怎样管理电子邮件**

As part of the students' work in ICT and other subjects, students are encouraged to use their school approved email account. They should regard this as their professional profile; the school email address should only be used for educational purposes. On some occasions students are offered the opportunity to use email outside the school, for example to communicate with children from other schools. Students must immediately tell a teacher if they receive an email that is offensive or sent from someone they don't know.

作为 ICT 和其他课程的学习工具之一，我们鼓励学生使用经过学校认证的电子邮件账号，学校的电子邮件只限于教学用途。在某些特殊情况下，学生可以使用自己的邮箱，比如和其他学校的同学进行交流。当收到有攻击性或者不明发件人的电子邮件时，学生必须马上汇报给老师。

Students must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult. Excessive social email use can interfere with learning and is an abuse of the system. Emails sent to external organisations should be written carefully and authorised by the relevant member of staff before sending, in the same way as a letter written on school headed paper. The forwarding of chain messages is not permitted.

在和他人交流时，学生不能透露自己或他人的信息，也不能在没有征得大人同意的情况下安排和在网上认识的，或通过网络认识的人见面。学校以外的电子邮件可能会干扰正常的教学，也可能对系统造成损害。发送给校外机构的电子邮件必须非常慎重，并在相关老师查阅并同意后方可发送。这就和我们在有学校抬头的信纸上写信时，必须考虑周全是一样的道理。学校不允许转发网站链接。

## **Social networking, social media and personal publishing 社交网络，社交媒体和发布信息发布**

For the purpose of this policy, social media is the term commonly used for websites which allow people to interact with each other in some way – by sharing information, opinions, knowledge and interests. Social networking websites such as Facebook, Twitter and YouTube are perhaps the most well-known examples of social media but the term also covers other web-based services such as blogs, video and audio podcasts, wikis and message boards. This definition of social media is not exhaustive as technology develops with new ways of communicating advancing every day.

社交媒体一般是指网络，其通过某些方式，如分享信息、观点、知识和兴趣爱好，让人们在某种程度上可以互相交流。Facebook、Twitter 和 YouTube 等社交网络可能是最知名的社交媒体，但本守则中的社交媒体不仅指上述这些，还包括一些其他的网络服务，如：博客、视频播客、wiki 和留言板。随着科技技术的不断发展和沟通工具的日新月异，社交媒体的定义也在不断更新变化中。

For the purpose of this document the terminology social media is not limiting and also applies to the use of communication technologies such as iPads, cameras or other handheld devices and any other emerging forms of communications technologies.

另外，我们这里所指的社交媒体不仅指使用电脑，还包括使用 Ipads、相机或手持设备，和任何其它形式的通信技术。

The school will control and monitor access to social media and social networking sites. Students will be taught about the dangers of the Internet and other social media during digital citizenship lessons during pastoral care assemblies. Students will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline telephone numbers, school attended, instant messaging and email addresses, full names of friends/family, specific interests, clubs etc.

在学校，我们会控制和监督学生如何使用社交媒体和社交网络。在数字公民课上和品德校会上，我们也会告诉他们使用网络和其它社交媒体的危害。特别会跟学生们强调的是，千万不要给出能识别出自己身份或所在位置的个人信息，例如：真实姓名、地址、手机号码或家里号码、就读的学校、即时信息和邮件地址、朋友或家人的全名、具体的兴趣爱好、参加的俱乐部等等。

## **Internet Access 网络访问**

The school takes all reasonable precautions to ensure that users only access appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use. The school's internet access includes filtering appropriate to the age and maturity of students.

学校采取所有必要的预防措施防止上网者访问有不良内容的网站。当然，由于网络全球化以及其四通八达的特性，学校无法保证完全阻绝上网者通过学校电脑访问不良网站，亦无法为学生因上网而接触到的信息及造成的后果负责。但是学校的网络访问端安装有过滤不符合学生年龄及接受能力内容的软件。

## **Emerging Technologies 新兴科技**

Emerging technologies are examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

所有的新兴科技都会事先通过风险评估，并通过检测确定其对教学有益后才会被允许在校内使用。

## \* When using the computers at school, please...

\* 在校内使用电脑时，请您——

### **Respect Yourself 自我尊重**

I will 我将:

- show respect for myself through my actions. 用我的行为来显示我对自我的尊重
- use school-appropriate language and images on the computer. 在电脑上使用适合学校氛围的语言及图片

### **Protect Yourself 自我保护**

I will 我将:

- ensure that the information I post online will not put me at risk. 确保我在网上上传的信息不会将我置于险境中
- not publish contact details or personal information in public spaces. 在公共区域不张贴个人联络方式或个人信息
- report any aggressive or inappropriate behavior directed at me. 及时汇报针对我个人的具攻击性或表现不当的行为
- not share my password or account details with anyone else. 不向任何人透露我的密码或账户信息
- only use email for schoolwork and with teacher permission. 仅在教师的监督下，为学业的缘故使用电邮

### **Protect Others 保护他人**

I will 我将:

- report abuse. 向教师汇报滥用的行为
- forward only materials (including emails and images) that are appropriate. 仅转发合宜的相关材料（包括电邮及图片）

### **Respect Others 尊重他人**

I will 我将:

- not bully, harass or stalk other people online. 不在网上欺侮、攻击他人或散布谣言
- only go to sites that are related to my schoolwork. 只上与我学业有关的网站
- only change or modify other's work with permission. 只在征得他人允许的情况下修正或改动别人的作品

### **Respect Copyright 尊重版权**

I will 我将:

- follow copyright guidelines and cite my sources. 遵循版权指导，标注我引述部分的出处
- request permission of the owner if necessary. 若有需要，向作者或版权所有者征询授权
- not steal or share music or other media in a manner that violates their licenses. 不以侵权的形式偷窃或共享音乐及其它的传播媒介

### **Protect School Property 保护学校财产**

I will 我将:

- not go into system programs or preferences. 不进入系统程序或设置
- not vandalize by causing physical damage, reconfiguring the computer system or destroying data. 不以物理破坏的手段毁坏计算机，也不重新编程或毁坏数据
- only listen to music with the teacher's permission. 仅在教师允许的情况下听音乐

\* Based on an original by Andrew Churches at <http://edorigami.edublogs.org/>