



1. Policy Objectives

This policy aims to encourage the responsible use of computers; computer networks, including the Internet and other electronic resources in support of the mission and goals of GSIS Dhahran.

2. Policy Scope

This policy applies to GSIS staff and students.

3. Policy Actors

- GSIS School Leaders
- GSIS Staff
- Students
- Parents

4. Related Policies and Procedures

- GSIS Anti-Bullying Policy.
- GSIS Anti-Cyber Bullying & E-safety Policy.

5. Related Forms

- Parents' handbook
- Teachers' handbook

6. Terminologies

IT Coordinator: the person who is responsible about maintaining GSIS's computers and networking systems and providing IT support to staff.

7. Acceptable Internet Use and Agreement Policy

Rights and Responsibilities:

- GSIS retains the following rights and recognizes the following obligations:
 1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
 2. To add/remove a user account on the network.

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3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.

4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to GSIS-owned equipment and, specifically, to exclude those who do not abide by the GSIS's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. GSIS reserves the right to restrict online destinations through software or other means.

5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

- **Staff Responsibilities:**

1. Staff members who supervise students, control electronic equipment, or otherwise have on occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of GSIS.

2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

- **User Responsibilities:**

1. Use of the electronic media provided by GSIS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

- **Acceptable Use:**

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of GSIS.

2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.

3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

4. All communications and information accessible via the network should be assumed to be private property.

5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.

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6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, GSIS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

- **Unacceptable Use:**

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on GSIS computers is prohibited.
10. GSIS network may not be used for downloading entertainment software or other files not related to the mission and objectives of GSIS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of GSIS.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited.



12. Use of the network for any unlawful purpose is prohibited.

13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

- **Disclaimer:**

1. GSIS cannot be held accountable for the information that is retrieved via the network.

2. There are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. GSIS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

4. GSIS makes no warranties (expressed or implied) with respect to:

- the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
- any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

5. GSIS reserves the right to change its policies and rules at any time.

- **User Responsibilities:**

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. GSIS provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff, other companies, and partner organizations.

2. When using the GSIS's electronic mail facilities you should comply with the following guidelines.

3. If you are in any doubt about an issue affecting the use of electronic mail, you should consult the IT coordinator.

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4. Any breach of the GSIS's Electronic Mail usage may lead to disciplinary action.

DO:

1. Do check your electronic mail daily to see if you have any messages.
2. Do include a meaningful subject line in your message.
3. Do check the address line before sending a message and confirm you are sending it to the right person.
4. Do delete electronic mail messages when they are no longer required.
5. Do respect the legal protections to data and software provided by copyrights and licenses.
6. Do take care not to express views that could be regarded as defamatory or libelous.
7. Do use an "out of the office assistant" to automatically reply to messages when you are not available.

DO NOT:

1. Do not print electronic mail messages unless absolutely necessary.
2. Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight away.
3. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
4. Do not use electronic mail for personal reasons.
5. Do not send excessively large electronic mail messages or attachments.
6. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
7. Do not participate in chain or pyramid messages or similar schemes.
8. Do not represent yourself as another person.
9. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.

Please note the following:

1. All electronic mail activity is monitored and logged.

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2. All electronic mail coming into or leaving the organization is scanned for viruses.
3. All the content of electronic mail is scanned for offensive material.

User Agreement (to be signed by all adult users and student users above grade 5)

I have read, understand, and will abide by the above Acceptable Use and Agreement Policy when using computer and other electronic resources owned, leased, or operated by GSIS. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Name:

Signature:

Date:

8. Parties and Authorities

Parties	Authorities
School Superintendent	<ul style="list-style-type: none">• Develop Acceptable Internet Use and Agreement Policy.
School Leaders	<ul style="list-style-type: none">• Revise Acceptable Internet Use and Agreement Policy.• Supervise Policy implementation.
School IT Coordinator	<ul style="list-style-type: none">• Implement Acceptable Internet Use and Agreement Policy when needed.

9. Resources

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- International best school practice benchmark documents
- GSIS Strategy, Vision and Mission

10. Reference

For more information, please contact the GSIS Superintendent.

11.Changes

Date	Responsible Person\ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1
25/07/2021	Ms. Dana Abou Goura/ CEo	To be Modified	0.2
25/07/2021	Mr. Ihab Osman/CEO	To be Approved	1.0