BALANCE INTERNATIONAL SCHOOL SURATTHANI
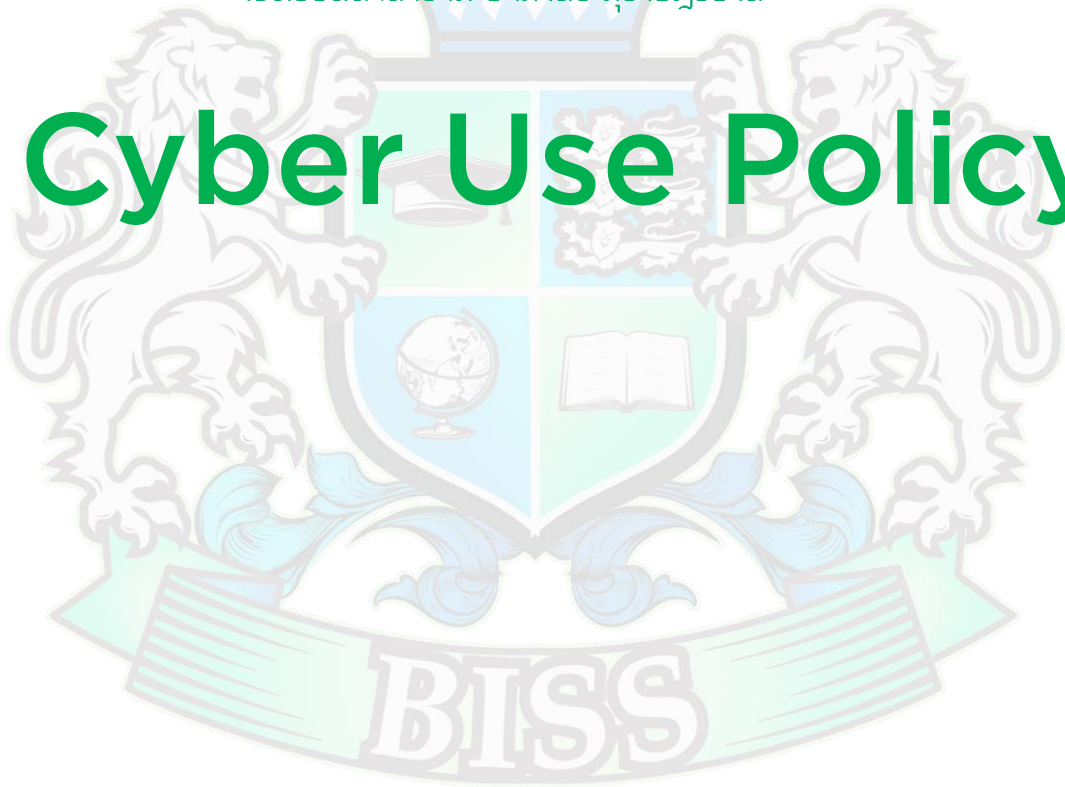โรงเรียนนานาชาติ บาลานซ์ สุราษฎร์ธานี

Cyber Use Policy

Contents

1.   Introduction

Balance International School recognises the importance of technology, the internet, and Bring Your Own Device (BYOD) in education, and acknowledges the potential risks associated with their use. This Cyber Use Policy is designed to ensure the safe and responsible use of cyber resources, including Microsoft Teams, the internet, and personal devices, by all school community members, including students, teachers, staff, and parents. It aims to promote a positive digital environment conducive to learning while protecting the privacy, security, and well-being of all individuals involved.

2.   Acceptable Use of Microsoft Teams, Internet, and BYOD

• All school community members are expected to responsibly, ethically, and legally use cyber resources, including Microsoft Teams, the internet, and personal devices.
• Microsoft Teams is an educational platform to facilitate communication, collaboration, and learning. It should be used for academic purposes, following teacher instructions and guidelines.
• Internet access and BYOD are permitted for educational purposes, provided they are used in accordance with the school's guidelines and IT acceptable use policies.

3.   Responsibilities

3.1   The School:
• Provides Microsoft Teams, internet access, and guidelines for BYOD to support educational activities.
• Monitors and maintains the integrity and functionality of these cyber resources.
• Educates the school community on responsible cyber use, digital citizenship, and appropriate use of Microsoft Teams, the internet, and personal devices.
• Implements measures to address any violation of the Cyber Use Policy.

3.2   Students:
• Use Microsoft Teams, the internet, and personal devices for educational purposes, adhering to teacher instructions and guidelines.
• Treat all participants with respect and refrain from engaging in cyberbullying harassment, or any form of online misconduct.
• protect their personal information and the privacy of others by not sharing sensitive information online or accessing unauthorized content.
• Report any inappropriate or suspicious activities on Microsoft Teams, the internet, or personal devices to a teacher or school staff member.
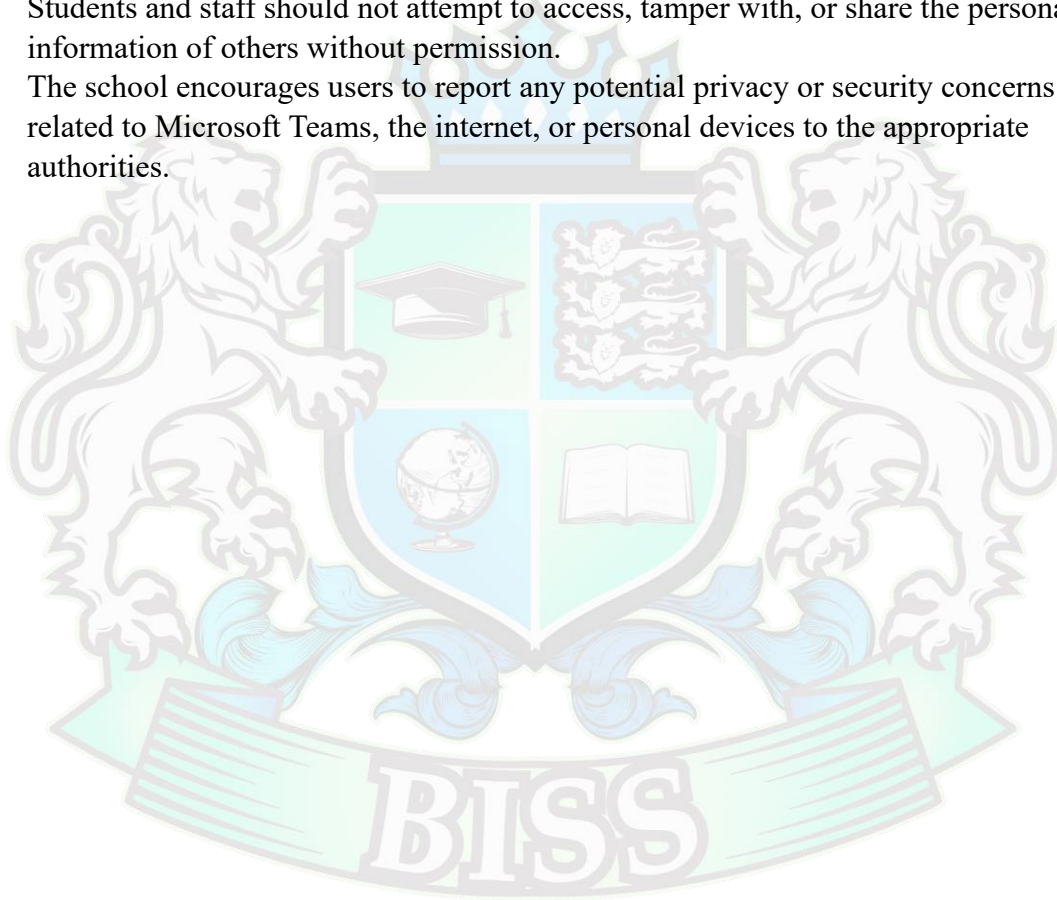
3.3   Teachers and Staff:
• Utilise Microsoft Teams, the internet, and personal devices for instructional purposes, communication, and collaboration with students and colleagues.
• Foster a positive digital environment, promoting responsible and respectful cyber use on Microsoft Teams, the internet, and personal devices.
• Teach students about online safety, digital citizenship, and the ethical use of technology.
• Report any instances of cyberbullying, inappropriate content, or suspicious activities on Microsoft Teams, the internet, or personal devices to the appropriate authorities.

3.4   Parents:
*   Support their child's responsible use of Microsoft Teams, the internet, and personal devices by monitoring and guiding their online activities.
*   Encourage open communication with the school regarding any concerns related to cyber use, including Microsoft Teams, the internet, and personal devices.
*   Collaborate with the School to educate students about digital citizenship, online safety, and appropriate use of technology.

4.   Privacy and Data Security
*   The school ensures the privacy and security of user data on Microsoft Teams and personal devices to the best of its ability.
*   Students and staff should not attempt to access, tamper with, or share the personal information of others without permission.
*   The school encourages users to report any potential privacy or security concerns related to Microsoft Teams, the internet, or personal devices to the appropriate authorities.

Reviewed on 1st August 2024