

A1: Students and Parent Handbook Agreement

A1.

Raffles American School Student and Parent Handbook Agreement

This will be sent home to families in their first week of the school year.

Student: _____ **Grade:** _____

1. We, the undersigned student and parent/guardian, declare that we have read and understand the information contained in the Raffles American School Parent-Student handbook and agree to abide by all rules and regulations as stated in the handbook.
2. I, the parent/guardian, give my consent for the administration of the school to treat minor injuries sustained by my children while they are in care and custody of the school, or state that I have given the following instructions (attached in writing) concerning the treatment of my children in an emergency.
3. I, the parent/guardian, will act respectfully when on campus to all students and school employees.
4. I, the parent/guardian, understand that the school will exercise due diligence to ensure the security and well-being of my child(ren) and to comply with any written instructions from me concerning the emergency treatment for them. In the event that urgent/immediate medical attention is required, I give consent for the child(ren) to be taken to Gleneagles Hospital. I agree to hold the school blameless and free of liability for any loss, damage, or injury sustained by my child(ren) or myself due to circumstances beyond the reasonable control of the school.
5. I, the parent/guardian, understand my role as a partner of the school and agree to attend the Partnership Conferences, other parent conferences, and information sessions scheduled by the school, as well as to participate actively in other activities organized by the school.
6. I, the parent/guardian, understand and accept that as a student of RAS, my child's picture may be used in school publications such as yearbook, brochures, newsletters, and the school website.

Student name: _____ Class: _____

Parent name: _____ Signature: _____

Date: _____

A2: Technology Acceptable Use Agreement : Information for Parents and Students

A2. Technology Acceptable Use Agreement - information for parents and students

RAS provides technology resources for student use:

- to promote educational excellence by facilitating resource sharing, innovation, organization and research, and communication
- to prepare for success in life and work by providing students with knowledge and skills regarding the safe and appropriate use of technology resources

The use of technology resources is a privilege, not a right. Our expectation is that all RAS students and staff will use technology resources in an appropriate and respectful manner. Tampering, hacking, illegally downloading files (i.e. torrenting), installation of malware and/or adware, and inappropriate use of these resources may result in disciplinary action and/or loss of technology and access privileges.

Prior to student use of technology resources, we require that students and parents read and acknowledge the Technology Acceptable Use Agreement. Students on the one-to-one program (grades 5-12) are responsible for bringing their device (and relevant peripherals, ex. charger, headphones, etc.) to school. Raffles American School does not provide replacement or loaner computers to students on the one-to-one program.

Technology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication devices, printers, servers, and Internet access.

RAS has the right to monitor, inspect, copy, review, and store any and all usage of RAS technology resources including transmitted and received, including data in personal devices that are on School campus.

Appropriate use of technology in education includes citing all sources used in any presentation or written assignment. Plagiarism is the act of using someone else's words or ideas as your own and is not acceptable. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted

or summarized. This includes all forms of media from the Internet such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated as a violation of the RAS acceptable use policy.

Students, please remember to:

- **Be polite and respectful.** Never send, or encourage others to send, inappropriate messages
- **Use appropriate language and graphics.** Don't access, transmit, copy, or create material or messages that are threatening, rude, discriminatory, or meant to harass or cyber-bully. Swearing, vulgarities, suggestive, obscene, belligerent, or abusive content of any kind is not acceptable
- **Use resources for appropriate educational purposes.** Illegal or inappropriate activities, or transmission or intentional receipt of any inappropriate material in violation of law or RAS policy is prohibited
- **Use only assigned accounts.** Do not use another individual's account or log onto the system as the systems administrator. Protect passwords. Never view, use, or copy other's passwords or share your passwords with others. If you suspect someone has discovered your password, change it immediately and notify your teacher or administrator
- **Keep your personal information, and that of other RAS students, private!** This includes home address, personal phone numbers, last name, passwords, credit card numbers, or student id, of yourself or any other student

Students must report all security concerns, inappropriate activities, or misuse of RAS technology resources immediately to their teacher/tech supervisor, or the Superintendent. This includes the receipt of messages that may be threatening or upsetting.

Raffles American School will be using Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, shared calendars, and collaboration tools. This service is available through an agreement between Google and the school. Your child's teachers will be using Google Apps for lessons, assignments, and communication. Please review the attached information, then complete and return to school. Thank you for your continued support. Please do not hesitate to contact us if you have questions or concerns.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. We are asking parents to assist in monitoring their child's use of Google Apps when accessing programs from home. At school we will continue teaching responsibility as one of our Learning Outcomes. Student safety is our highest priority.

Acceptable Use (Privacy and Safety) Google Apps for Education is primarily for educational use. Students may use Google Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

1. **Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Google Apps system.

2. **Limited personal use** - Students may use Google Apps tools for personal projects but may not use them for:

- 2.1. Unlawful activities
- 2.2. Commercial purposes (running a business or trying to make money)
- 2.3. Personal financial gain (running a website to sell things)
- 2.4. Inappropriate sexual or other offensive content
- 2.5. Threatening another person
- 2.6. Misrepresentation of Raffles American School, staff, or students. Google Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where students' right of free speech may be limited.

3. **Safety**

- 3.1. Students may not post personal contact information about themselves or other people. This includes last names, addresses, photos, or phone numbers.
- 3.2. Students agree not to meet with someone they have met online without their parent's approval and participation
- 3.3. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable
- 3.4. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

4. **Access Restriction - Due Process**

- 4.1. Access to Google Apps for Education is considered a privilege assigned at the discretion of Raffles American School. Raffles American School maintains the right to immediately withdraw the access and use of Google Apps when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Superintendent for further investigation. As a party of the Agreement with Google, Raffles American School also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

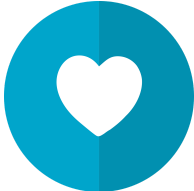
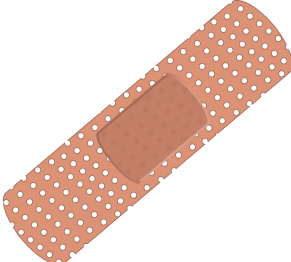

Sincerely,

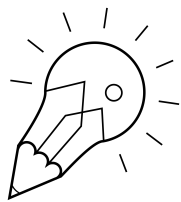


RAS IT

A3: Technology Acceptable Use Agreement Form

A3.

Raffles American School
Elementary Student Technology Acceptable Use Agreement
This agreement will be sent home with all students in their first week of school to be signed and returned to school.

Technology helps me learn when I...	
<p>1. <u>Keep Caring</u></p> <p>I will remember that people are more important than technology. I will never use technology to hurt others' feelings or be purposely mean. When people are talking to me, I will look at them and not my screen.</p>	
<p>2. <u>Keep Safe</u></p> <p>I will keep my passwords, personal information, and photos to myself. I will ask permission before taking photos. I will not let others take my photo without permission. I will not chat with strangers. I will tell a trusted adult about any unpleasant messages or images sent to me.</p>	
<p>3. <u>Keep Learning</u></p> <p>I will use technology as a tool to help me learn. I will search for facts before believing what I read or see online. I will stay on the same task or screen as my teacher tells me. I will never use technology to distract my neighbors.</p>	

<p>4. <u>Keep Original</u> I will use technology to share my ideas in creative or meaningful ways. I will not copy someone else's work. If I use part of someone else's work, I will give them credit</p>	
<p>5. <u>Keep Balanced</u> I will use technology in balance with other healthy choices. I will find ways with and without technology to reach my goals. If I don't know if it is a good time to use technology, I will ask an adult. At home, I will make choices so that technology does not keep me from sleeping.</p>	
<p>6. <u>Keep Technology Working Well</u> I will be careful with school and personal technology. I will ask permission before touching other people's technology. I will keep technology in a safe place. I will charge the battery so it is ready to use next time.</p>	

I understand that it is important to follow this agreement. If I do not follow this agreement, even if it is away from outside of school, there will be consequences.

Student name: _____ Class: _____

Student signature: _____

Parent name: _____ Parent signature: _____

Date: _____