



Mont'Kiara International School Student Acceptable Use Policy (AUP)

MKISnet, MKIS's school-wide computer network, connects computers to the school Intranet and to the Internet. Network connectivity has many advantages that you will discover as you explore the MKISnet and the Internet beyond. But being able to use the internet also requires that users of the network understand their responsibilities in order to protect the integrity of the system and the privacy of other users.

MKISnet and other computing resources at MKIS are shared among MKIS community members. The MKISnet Rules of Use are intended to help members of the MKIS community use MKIS's computing and network facilities responsibly, safely, and efficiently, thereby making these facilities to community members. Complying with these rules will help maximise access to these facilities, and assure that all use of them is responsible, legal, and respectful of privacy.

The following are MKISnet's SIX GOLDEN RULES:

1. *Use the MKISnet ONLY for the intended purpose.*
2. *Keep your password safe and SECRET.*
3. *Respect the privacy of other users.*
4. *Do not copy or misuse copyrighted material (including software, printed material, audio and visual material or any material taken from the World Wide Web).*
5. *Do not use the MKISnet to harass anyone in any way or send abusive messages or inappropriate material.*
6. *Any unauthorised, deliberate action that damages or disrupts a computing system, alters its normal performance or causes it to malfunction is a violation regardless of where or when it occurs.*

1. Use the MKISnet ONLY for the intended purpose.

The purpose of MKISnet is to support academic research, learning activities, professional development, and administrative communication, by providing access to computing resources and network services. All use of the MKIS network must be consistent with this purpose. For example:

Do not try to find, access, download or retrieve non-academic or non-educational materials.

Do not try to interfere with or alter the integrity of the system at large, by doing any of the following:

- Permitting another individual to use your account
- Pretending to be someone else in communication (particularly via forged email)
- Attempting to capture or crack passwords or encryption

- Destroying or altering data or programs belonging to other users

Do not transmit threatening or harassing materials.

Do not use MKISnet for private financial gain.

Along with the many opportunities that MKISnet provides for members of the MKIS community to share information comes the responsibility to use the system in accordance with MKIS standards of honesty and personal conduct. Those standards call for all members of the community to act in a responsible way.

Appropriate use of MKISnet resources includes maintaining the security of the system, protecting privacy, and conforming to applicable laws, particularly copyright and harassment laws.

2. Keep your password safe and SECRET.

While you should feel free to let others know your username (this is the name by which you are known to the whole Internet user community), you should never let anyone know your account passwords.

Giving someone else your password is like giving them a signed blank cheque, or your charge card. You should never do this, even to "lend" your account to them temporarily. Anyone who has your password can use your account, and whatever they do that affects the system will be traced back to your username - if your username or account is used in an abusive or otherwise inappropriate manner, you can be held responsible.

3. Respect the privacy of other users.

Security measures at MKIS, by themselves, are not sufficient for a large community in which protection of individual privacy is as important as sharing. Users must therefore show responsibility by using the system in a manner that preserves the privacy of themselves and others.

Some specific areas to watch for include the following:

Do not try to access the files or directories of another user without clear authorisation from that user; typically, the other user's setting file-access permissions to allow public or group reading of the files signals this authorisation. If you are in doubt, ask the user.

Do not try to intercept or otherwise monitor any network communications not explicitly intended for you. These include logins, e-mail, user-to-user dialog, and any other network traffic not explicitly intended for you.

Unless you understand how to protect private information on a computer system, ***do not use the system to store personal information about others that they would not normally share about themselves*** (e.g., grades, address information, etc.)

Do not make any personal information about individuals publicly available without their permission. This includes both text and number data about the person (biographical information, phone numbers, etc.), as well as representations of the person (graphical images, video segments, sound bites, etc.) For instance, it is not appropriate to include a picture of someone on a World Wide Web page without that person's permission. (Depending on the source of the information or image, there may also be copyright issues involved; cf. Rule 4).

Do not remotely log into (or otherwise use) any computer not designated explicitly for public logins over the network - even if the configuration of the computer permits remote access -- unless you have explicit permission from the owner and the current user of that computer to log into that machine.

4. Do not copy or misuse copyrighted material (including software).

Copyright and other laws, together with licenses and other contractual agreements, protect most computer applications, and related materials such as documentation. You must abide by these legal and contractual restrictions, because to do otherwise may subject you to civil or criminal prosecution. If you're unsure, ask the owner.

Copyright-related restrictions may include (but are not necessarily limited to) prohibitions against:

- Copying applications or data
- Using programs or data for non-educational purposes

The above prohibitions focus on computer software, but copyright laws apply to all material on the MKISnet. For example, it is inappropriate to copy any material owned by others from any source (e.g., cartoons, photographs, articles, poems, graphics scanned from a magazine, etc.) without permission of the owner. You should assume that all materials are copyrighted unless a disclaimer or waiver is explicitly provided. (This is particularly true on the World Wide Web - to include information from some other source on a Web page, link to it, and do not copy it. In some cases, even this action may violate copyright or licensing agreements by enabling illegal redistribution of programs or data).

5. Do not use MKISnet to harass anyone in any way or send abusive or inappropriate messages.

For example, sending email messages that unreasonably interfere with anyone's education or work at MKIS is in violation of the intended use of the system.

6. Any unauthorised, deliberate action that damages or disrupts a computing system, alters its normal performance or causes it to malfunction is a violation regardless of system location or time duration.

Moving equipment will often cause damage, or may cause it to be reported as stolen. Permanent damage may result from even unplugging a keyboard.

Similarly, altering a workstation's file system in any way may render the machine unusable, or threaten its use in other ways. **For example, you should not reconfigure any workstation or attempt to install software.** Even an apparently "harmless" change such as this (i.e., changing the access configuration of a workstation or installing software) may create major system security problems, and may jeopardise MKIS's ability to license software for users in the future.

If you believe the configuration of a workstation needs to be changed, you can contact the IT Services department.

Violation of MKISnet rules:

All users are expected to follow these rules. Violations of the rules can subject the offender to a loss of network privileges and in some cases disciplinary actions being taken.

A violation of the MKISnet rules may result in the following action being taken:

1. A warning, followed by re-clarification of the appropriate use guidelines.
2. Notification of parents and or MKIS administrators.
3. A loss of computer/MKISnet access privileges.
4. Suspension/exclusion.

Additional Guidance for MKISnet use:

1. Do not eat, drink, or bring food within the vicinity of any MKISnet workstation.
2. Do not turn the power off on any MKISnet equipment unless instructed by a member of MKIS staff.
3. Do not leave your workstation before logging off.
4. Do not make a lot of noise in the various MKISnet IT learning centres.
5. Do not violate the official priorities for the use of printers; in particular, do not be a printer hog or use the MKIS's printers as copy machines.
6. Users shall not waste or take supplies. Printers should not be used for personal items.
7. Do not overload the communication servers; in particular, do not abuse your electronic mail (email).
8. Do not subscribe to mail servers or list servers unless the system administrator has granted permission.
9. Do not set bookmarks when using a browser unless instructed to by a member of the MKIS faculty. Should you find a useful resource please send an email or see the librarian.
10. Do not expect to use a workstation when a class is in session; in particular do not interrupt a teacher during a lesson or students who are involved in a class activity. Access to free workstations needs to be arranged in advance with the teacher concerned.
11. Do not save any work onto the workstation hard drive; this will clutter up the hard drive and will be erased on regular basis. Save all work on the personal drive i.e. home directory, should you need to take work home, save to a thumb drive or appropriate media i.e. CD ROM.
12. Do not attempt to repair a printer, workstation or other component of the MKISnet. In order to help other users please report the problem by sending an email to **itsupport@mkis.edu.my**, calling ext. 340 or contacting a member of the IT Services department.
13. Do not access, transmit or download pornographic, obscene or threatening materials; materials for the primary purpose of which are to incite violence or advocate harm to people, including hate mail.
14. Do not install software onto any MKIS workstation; all software even CD ROM reference software may only be installed by the IT Services Department.
15. Please be reminded that each user has a **disk quota** i.e. disk storage space is limited. Should you require additional storage capacity please see the IT department.

PLEASE NOTE:

Laws that apply in "the real world" also apply in the "virtual" networked computer world (including MKISnet). Laws about libel, harassment, privacy, copyright, stealing, threats, etc. are not suspended for computer users, but apply to all members of society whatever medium they happen to be using: face-to-face, phone, or computer. Furthermore, law-enforcement officials are more computer-aware than ever, and violations of the law in "Cyberspace" are prosecuted.

Definitions

"Internet" means the network of agreements and applications, which rely on the agreement TCP/IP. The principal services of internet are Telnet, FTP (file transfer), SMTP (e-mail), NNTP and Web/HTTP (the consultation of multimedia databases).

"MKISnet" means the schoolwide student and staff computer network and infrastructure.

"Network" means the School's computer network, which provides access to the internal intranet of the School and the global World Wide Web through the Internet.

"Internet" means the collection of networks, which use TCP/IP (transmission control protocol / internet protocol), the principal services of which are Telnet (network terminal protocol), FTP (file transfer protocol), SMTP (simple mail transfer protocol – email application), NNTP (network news transport protocol – subject forums) and Web/HTTP (hypertext transport protocol - consultation of multimedia databases).

"School" means the Mont' Kiara International School.

"User" means a person authorised to use the Network and who has signed an undertaking to comply with the rules in this User Policy.

"User Policy" means the rules and standards set out in this document, which regulate the use of the Network.

Please read, sign and return to the office



**Mont' Kiara International School
Network Acceptable Use Policy**

Internet Use/Computer Use Agreement

Please Print Clearly:

Student's Last Name _____

Student's First Name _____

Grade and Teacher _____

For Student:

I (please print full name) _____ have read (or have had explained to me), understand and will abide by the MKIS Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked, and school disciplinary action may be taken.

User Signature: _____

Date: _____

For Parent or Guardian:

I (please print parent or guardian's full name) _____ have read the Acceptable Use Policy. I, as parent or guardian of the above student, understand that this access is designed for educational purposes. I also recognise that it is impossible for the Mont' Kiara International School to restrict all access to controversial materials and I will not hold them responsible for materials required on the network. I hereby give permission to issue an account for my child, or to otherwise allow him or her access to the Internet and other online resources.

Parent or Guardian Signature: _____

Date: _____

For School Use Only:

UserID: