



包玉刚实验学校
YK PAO SCHOOL

Acceptable Instructional Technology Use
Policy for YK PAO Secondary School
包玉刚实验学校中学部-可行性电脑使用管理条例
Update June 01, 2015



Introduction	3
□言	3
User Rights & Responsibilities:.....	5
使用者的权利和责任:	5
Users are expected to:.....	5
使用者须知:	6
Educational Use:.....	7
教学使用	7
Respect for Others:.....	8
尊重他人	8
Respect for Security:.....	8
尊重信息安全	8
Respect for Property:.....	9
尊重所有权	9
Software Installation:.....	9
软件安装	9
Software Copyright:	9
软件版权	9
Hardware:	10
硬件	10
Damage:.....	11
□坏:	11
Internet/World Wide Web Usage:.....	12
互联网使用须知:	12
Expected standards of conduct include:	12
期望标准执行如下:	13
Personal Equipment:.....	14
个人设备	14
Cyber-Bullying:	14
网络欺凌	14



Introduction

导言

In order for students at YK PAO School to use the school's technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement (AUP). The rules written in this agreement are not all inclusive. YKPS reserves the right to change this agreement as deemed necessary. It is a general agreement that all IT equipment and facilities (hardware, software, Internet, rooms, etc.) are to be used in a responsible, ethical, and legal manner. By using the school's technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using YKPS's resources and Internet access.

The school provides some electronic devices and services to promote educational excellence. The school has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The school does not guarantee user privacy or system reliability.

学校为促进学生学业成绩而提供电子设备和相应服务。学校有责任保证学生正确操作电子设备和利用相应服务。学校不能保证使用者的隐私和系统的可靠性。

Access to the school network and the Internet should be considered a privilege, not a right and can be suspended immediately without notice. Access during school hours or assigned study time is available only for **educational** and



administrative purposes. YKPS' s technology resources are to be used in accordance with this AUP and all users will be required to comply with its regulations. Non-compliance will result in disciplinary action.

利用学校网络和因特网应被视为一种特权，而不是一种权利，这种特权可以在不通知的情况下被即刻取消。只能为**学习和行政目的**才可以在学校上课日使用网络。请参照该管理条例来使用学校的技术资源，所有使用者都必须遵守该协议的规定。违反该条例者将接受纪律处分。

The guidelines provided in this AUP are intended to help users understand appropriate use. The school may restrict, suspend, or terminate any user' s access to the school' s computer systems upon violation of the AUP. This policy applies to all technology at YKPS, not only the computers and equipment provided in the school' s IT labs, but also the personal devices students bring to school. Additionally, this policy applies to all school facilities, no just the classrooms.

该协议的具体规定是为指导使用者正确理解使用注意事项。如有违反该协议的行为，学校将限制、中止或终止该使用者使用学校网络系统的权利。该管理条例适用于所有包校技术项目，不仅包括学校 IT 实验室提供的电脑及设备，还包括学生自备带到学校的设备。另外，该管理条例同样适用于所有学校的设施，不仅仅限于教室。



User Rights & Responsibilities:

使用者的权利和责任:

Students can expect a 21st century learning environment at YKPS where teachers work to integrate technology thoughtfully and purposefully in learning experiences and assignments. Students can also expect access to appropriate devices and network services that support the educational mission of the school. Finally, students have a right to feel safe while using the school's resources and network.

在包校，学生可享受到 21 世纪的学习环境-在教学过程和布置作业时老师能够有目的地充分融合利用技术。学生可利用恰当的设备和支持学校教育使命的网络服务。最后，在使用学校技术资源和网络时，学生们应该感到安全。

Users are expected to:

1. show respect and courtesy for other users in YKPS' s community, which includes the strict prohibition of cyber bullying and harassment;
2. recognize and honor the intellectual property of others;
3. comply with legal restrictions regarding plagiarism, the use and citation of information resources, and copyright law;
4. limit the use of the school' s technology resources to the educational mission of the school;
5. help maintain the integrity of the school network and equipment;
6. avoid tampering or experimenting with the school network or equipment, including efforts



- to bypass the school' s Internet filters or proxies;
7. make personal devices available for inspection by an administrator or other staff member upon request;
 8. use appropriate language in all communications;
 9. never use or attempt to use another student' s assigned hardware, subscriptions, logins, files, or personal information;
 10. avoid giving out personal information, such as name, address, photo, or other identifying information online, including username and password;
 11. avoid using their personal computers or equipment to record (audio/visual) others without their permission;
 12. avoid modifying or copying any protected system files, system folders, or control panel files without prior approval of the IT Coordinator; and
 13. obey the laws and restrictions of the local government.

使用者须知:

1. 请尊重包校大家庭里的其他用户，不得利用网络对他人进行欺凌和骚扰;
2. 承认并尊重他人知识产权;
3. 遵守关于剽窃，引用和著作权的相关法律规定;
4. 限制利用学校为支持教学使命而提供的技术资源;
5. 请尽力维护校园网络和设备的完好;
6. 禁止随意篡改或破坏校园网络或设备用，禁止尝试避开校园因特网过滤器或代理服务器;



7. 需要使用个人设备时需请示行政管理者或教工，经监测后方可使用；
8. 请使用恰当的沟通语言；
9. 禁止使用其他学生的硬件、订阅资料、登陆密码、文档或个人信息；
10. 禁止使用个人信息，例如姓名、地址、照片或其他在线确认信息，包括用户名和密码；
11. 未经允许，禁止使用个人电脑或设备来拍摄他人或为他人录音；
12. 禁止 修改或复制任何受保护的系统档案、系统文档或未经 IT 协调员允许随意操作控制面板备份；
13. 严格遵守当地政府的相关法律和管理条例；

Educational Use:

教学使用

Users are expected to comply with the following rules regarding their network accounts 使用者需要遵守关于网络账户的如下规定：

1. school-related files are the only files to be saved in a student' s personal folder 学生个人文件夹里只能保存学校相关的文件
2. students should not store commercial software, music, and/or games or hidden files to their folders;学生不能在他们的文件夹里保存商业软件、音乐，和/或游戏或隐藏他们的文件夹
3. saving to a school computer' s hard disk drive is granted only by permission of instructor (for students) or IT Coordinator (staff); 未经教工或 IT 协调员同意不得在学校电脑硬盘上保存文件
4. playing commercial/online games is not permitted;不允许在学校电脑上玩商业/在线游戏



Respect for Others:

尊重他人

1. Users should respect the rights of others using the technology resources. 请使用者尊重他人使用技术资源的权利。
2. Use assigned equipment or devices, if required by the teacher. 根据老师要求使用分配的设备或器材。
3. Always log off any shared workstation or device. 使用完毕时请务必退出共享的工作站或设备。
4. Avoid deliberately attempting to disrupt network performance or interfering with the work of another user. 禁止故意破坏网络服务或干扰其他用户的使用。
5. Leave equipment and room in good condition for next user/class. 请保持设备和教室的良好状态以便下一个用户或班级使用。

Respect for Security:

尊重信息安全

1. Accounts on the systems at YKPS are considered secure, although absolute security of any data cannot be guaranteed. Teachers can be provided access to student files for instructional or evaluative purposes. 包校系统中的账户一般而言都是安全的。虽然我们不能保证数据的绝对安全。教师可以出于教学或评估原因查看学生的文件。
2. Use only your account/password. It is a violation to give access to your password to any other user. 只使用自己的账户/密码。向他人透露你的密码是一项违规操作。
3. Reading, modifying or removing files and/or mail owned by other users is not allowed without prior approval by the instructor or IT Coordinator. 禁止在未经指导老师或 IT 协调员允许的情况下，阅读、修改或者移动他人的文件和/或邮件。



4. Any attempts to transmit software designed to compromise the operation or security of the network is prohibited. 禁止传播破坏网络或安保的软件。

Respect for Property:

尊重所有权

Software Installation:

软件安装

Software may only be installed on the school information systems (including all individual workstations) with prior approval from the IT Department.

只有在获得学校 IT 部门允许的情况下才能在学校信息系统中（包括所有个人工作站）安装软件。

Software Copyright:

软件版权

1. The only software to be used on the school's computers are those for which the school owns a valid license or has an approved an open-source solution. 只可在学校电脑上使用学校拥有使用执照的软件和开源软件能在学校的电脑上使用。
2. Licensed/copyrighted software is not available for borrowing and may only be used at other sites with approval from the IT Director. 学校有使用资格的软件不能外借而且仅可在 IT 部门主任的允许下在其他场所使用。



3. Copyrighted software shall not be downloaded from the Internet or further transmitted in any form without compliance with all terms of a preauthorized licensing agreement. 有版权保护的软件不能在未经授权的情况下从网上下载或传播。
4. Any attempts to circumvent the licensing control or the copying of software from the network is prohibited. 禁止任何避开执照控制或从学校系统中复制软件的行为。

Hardware:

硬件

1. Report equipment problems immediately to an instructor/tech assistants/IT Department. 设备若发生故障请立即报告给指导老师/技术支持/IT 部门。
2. Leave workstations and peripherals in their designated places. 将工作站和外围设备放在指定位置。
3. Keep work areas neat and clean and free from food and drink. There should be absolutely no consuming of food for drink when using school computers, workspaces or peripheral hardware. 保持作业区域干净整洁，禁止饮食。在使用任何学校设备的时候，绝对不允许食用食物和饮料。
4. Any attempts to move, repair, reconfigure, modify or attach external devices to existing information and network systems without the IT Department and/or IT Director' s permission is prohibited. 禁止在没有得到 IT 部门或主任允许的情况下，移动、修理、重新配置、修改或连接外部设备到学校的信息和网络系统。



5. Borrowing of school hardware is not permitted unless email authorization has been given from the IT Department. 禁止在没有得到 IT 部门邮件授权的情况下借用学校设备。

Damage:

If a person checks-out or borrows a piece of computer hardware, audio visual equipment, or any item owned by the school; they are responsible for replacing it or repairing it if it is lost or damaged. All equipment must be properly signed-out and documented.

If you wait more than one day (24hrs) to report damage, whether it is accidental or otherwise, you and your family will be held responsible for funding the repairs.

损坏:

如果有同事查看或借用了电脑硬盘，视听设备，或任何属于学校所有的物品，在设备遗失或损坏的情况下，他们必须要负责赔偿或修复。属于学校所有的设备都必须有实名登记和借用记录。

如果设备损坏超过一天（24 小时）才报告，无论是否外导致，您和您的家长将承担设备维修费用。



Internet/World Wide Web Usage:

互联网使用须知：

The school recognizes many sites have educational uses, while others do not. YKPS wishes to respond to this by encouraging use of sites for educational reasons only.

学校认可一些用于教育用途的网站，而另一些则不。包校希望鼓励浏览使用仅供教育用途的网站。

Internet access is available to all students and teachers at YK PAO School. We believe this communication links diverse and unique resources to both students and staff and their availability outweighs any possible access to information that is not consistent with the educational goals of YKPS.

包校的所有学生和教师都有权限使用互联网。学生和教职工的信息交流渠道和资源不同，这些网络使用资源大于任何可能获得的不符合包校教育资源的信息。

Expected standards of conduct include:

1. The acknowledgement that access to the Internet is a privilege and not a right.
2. Respect the use of copy written materials.
3. Respect the rights and privacy of others.
4. Downloading of unauthorized programs is not allowed.
5. Compromising the security of the school in any manner is prohibited.
6. Respect the values and ethics of the local government and culture.



7. All users are prohibited from accessing portions of the Internet that do not promote the instructional mission of YKPS.
8. All school web pages are subject to initial approval of the administration. All school web pages should reflect the mission of the school and adhere to the YKPS Guidelines.

期望标准执行如下：

1. 知晓使用互联网络是一种特权，而不是权利
2. 尊重书面文件的使用
3. 尊重他人的版权和隐私
4. 未经授权不允许下载任何软件
5. 不允许以任何方式损害学校安全
6. 尊重当地政府的价值观和道德文化
7. 不允许使用未有促进包校教学任务的部分网站
8. 所有学校网页受制于初始管理批准
9. 所有学校网页应该反映学校使命以及遵守包校的指导方针

任何违反上述标准的行为或其他使用协议中包含的条例将被取消使用互联网络，以及可能被进一步纪律处分。学校会使用监控系统和屏蔽软件用于过滤互联网中一些有异义的信息。

A violation of the above standards and any others included in the Acceptable Use Policy will result in a denial of access and possible further disciplinary action.

The school will use available monitoring and blocking software to filter objectionable materials on the Internet.



Personal Equipment:

个人设备

All users must follow all policies even while using their own personal equipment.

在使用个人设备的情况下，也必须遵守所有条例

1. Watching DVD's, Movies, TV Shows, etc while in the main building, library, lunch room, sports facilities, and auditorium is prohibited unless the media has been checked-out from the school library or has been provided by the school's streaming server.
2. 多媒体资料未经图书馆借阅或未经学校流媒体服务器提供，不允许在教学楼、图书馆、体育活动室、礼堂观看 DVD、电影、电视节目等视频
3. Private networks are prohibited within the school network unless users get permission from the IT Department. This means now LAN or AD-HOC networks for gaming or sharing.
4. 未经 IT 部门允许，禁止在学校网络中使用个人网络。包括使用局域网（LAN）或点对点模式（AD-HOC）进行游戏和分享。

Cyber-Bullying:

网络欺凌

This involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.



网络欺凌包括使用任何故意、重复、有恶意的个人或者集体伤害他人行为的信息和通信技术

Students will be held accountable for Cyber-Bullying, even if it occurs off-campus during the school year and negatively impacts the academic environment at YKPS.

在整个学年中，无论在校外，还是在校内发生对教学环境带来负面影响的网络欺凌行为，学生将被追究责任。