

## SIS Student Technology Use Expectations

### Being Prepared to Learn

- I will make sure that all required and permitted technology device I owned is fully operational and ready for use to meet my daily educational needs. (This includes charging, allocating disc space for file storage, updating software/programs, organizing & managing files, back-ups of relevant digital contents, and any other related responsibilities that would help meet my educational needs)
- I understand and agree to comply with the SIS naming protocols.
  1. **SUBJECT LINE for eMail:** Title of Assignment - Type of Assignment - Name of Student  
e.g. Pollution - Homework - Paul Kim
  2. **SIGNATURE for eMail:** Name of Student / Name of School / Grade level  
e.g. Paul Kim  
Seoul International School '12
  3. **FILE NAME for eMail Attachments:** Date(dd/mm/yy)\_Grade Level and Section\_Title of Assignment\_Type of Assignment\_Name  
e.g. 01-09-11-7A-Pollution\_Assignment-AlexKim.docx).

### Responsibilities of Ownership

- I will take responsibility for keeping all permitted technology device I own safe and secure when not in use.
- I will at all times practice safety and security in using any technology device around the school.
- I will use my laptop only in the designated areas.  
(Areas not appropriate for laptop use: Eating spaces, Swimming pool, Cafeteria)
- I am responsible for repairs and/or replacement of any broken or damaged device I own caused by negligence.
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### Being Responsible and Respectful User

- I fully understand and agree to comply with the SIS Technology Acceptable Use Policy written in the Student-Parent Handbook and the Technology Responsible Use Agreement.
- I will at all times follow the technology use procedures in the classroom set by my teachers.
- I am aware that all Technology use rules and guidelines apply to any device used at SIS.
- I will at all times respect the rights of others when using any technology device in my classroom and around the school.