

DULWICH INTERNATIONAL | SUZHOU | HIGH SCHOOL

苏州工业园区德威联合书院



DHSZ Acceptable Use of Technology Policy

德威可接受的技术使用政策

Acceptable use agreement (pupils and parents/carers)

At DHSZ digital technology is used throughout the school to support students' learning objectives and course assignments. Please remember that technology is a privilege, not a right. In order to maintain a safe environment, all students are required to observe the terms of this policy. Failing to do so will result in the removal of access to digital technology within the school and possible further disciplinary procedures.

在德威，数字技术被广泛应用，以帮助学生实现学习目标，完成课程作业。但请记住，使用数字技术是一种特许，而不是一种权利。为了维持一个安全的环境，所有学生都必须遵守本政策的条款。若有违规，将禁止学生在学校内使用数字技术，并在必要时采取进一步的纪律措施。

Acceptable use of the school' s ICT systems and internet: agreement for students and parents/carers

可接受地使用学校的信息和通信技术系统以及互联网：学生和家長/监护人的协议

Name of student:

When using the school' s ICT systems and accessing the internet in school (on school device or a personal mobile phone or other personal electronic device):

The student will:

在使用学校的信息和通信技术系统以及在学校里访问互联网时（通过学校设备或个人手机或其他个人电子设备），

我将：

- Only use them for educational purposes during the school day (8:00-4:45), and study hall.

只在上学期间（上午 8:00-下午 4:45）和自习课上为教育目的而使用。

- Not access any inappropriate websites (including but not limited to material of a violent, criminal or pornographic nature).

不访问任何不适当的网站（包括但不限于暴力、犯罪或色情性质的）。

- Not access social networking sites or chat rooms (unless my teacher has expressly allowed this as part of a learning activity).

不访问社交网站或聊天网站（除非我的老师明确允许将其作为学习活动的一部分）。

- Not access or play on any games/gaming sites during school hours (8:00-4.45) or study hall.

在上学时间（上午 8:00-下午 4:45）或自习课期间，不访问或玩任何游戏/游戏网站。

- First check with a teacher before opening any unknown attachments in emails or following any links in emails.

- 在打开电子邮件中的任何未知附件或任何链接之前，要先询问老师并得到确认。

- Act responsibly and not store any inappropriate materials or files (including .exe, viruses etc.) in any online or offline school provided drives.

- 对自己的行为负责，不要在学校提供的任何在线或离线驱动器中储存任何不适当的材料或文件（包括任何程序、病毒等）。

- Not use any inappropriate language when communicating online, including in Teams, 0365, Moodle, emails and other tools used.

在网上交流时不使用任何不当的语言，包括在 Teams、0365、Moodle、电子邮件和任何使用到的交流工具中。

- Keep my password secret and not share it with others or log in to the school' s network using someone else' s details.

对我的密码保密，不与他人分享，也不使用他人的资料登录学校的网络。

- Use integrity to appropriately cite all internet sources and research used in my work and not plagiarize (or use as my own, without citing the original creator) content, including words or images, from the Internet.

在学习中，诚信地引用所有互联网来源和研究，不剽窃（或作为自己的内容使用，而不引用原创作者）互联网上的内容，包括文字或图像。

- Keep myself safe by not arranging to meet anyone offline without first consulting my parent/carer or if in boarding a teacher or without adult supervision.

确保自己的安全，在没有事先咨询我的父母/监护人/住宿老师，或没有成人监督的情况下，不与任何人安排网下见面。

- Respect others by never taking, posting or sharing pictures or videos of other people without their consent. This includes making memes or stickers of others without consent and the sharing of this. This applies all the time and, in any circumstance, (for example but not limited to, out of school, on residential and day trips, or in the boarding house)

- 尊重他人，未经他人同意，绝不拍摄、张贴或分享他人的照片或视频。包括在未经同意的情况下制作及分享他人的表情包。这适用于所有时间及所有场景，例如但不限于校外、宿舍及课外实践。

- Respect privacy by never posting my personal information or anyone else's without consent (including names, personal details, address or phone number etc.).

- 尊重隐私，未经同意，绝不张贴我或其他人的个人信息（包括姓名、个人资料、地址或电话号码等）。

- Never post photographs of myself or anyone else in school uniform or in front of the school that can let someone identify where I am.

绝不张贴自己或其他任何人穿着校服或在学校门口的照片，以免让别人识别出我所在的地方。

- Never livestream at school, including while in boarding or of other students without their consent.

- 不在学校及宿舍里直播，或未经其他学生同意的直播。

- Respect myself and others by never sharing or taking explicit photographs or videos of myself or anyone else (including images of others undressed or

partially undressed, sexting, upskirting, pornography etc.). Sharing any explicit photographs or videos of yourself and/or others is a crime and can be reported to the police.

- 尊重自己和他人，绝不分享或拍摄自己或他人的露骨照片或视频（包括他人不穿衣服或穿着暴露的照片、分享色情短信、服饰、色情制品等）。分享自己和/或他人的任何露骨照片或视频是一种犯罪，可以向警方报告。

- Immediately let a teacher or other member of staff know if I find or receive any material or messages which might upset, distress or harm me or others. I will provide copies of any such material or messages.

- 如果我发现或收到任何可能使我或其他人感到不安、痛苦或伤害的内容或信息，会立即通知老师或其他工作人员。我将提供任何此类内容或信息的副本。

- Not use my mobile phone during lessons, tutor group time, CCAs, study hall or other activities organised by the school, without a teacher's permission.

- 没有老师的允许，不在上课、班会时间、联课活动、自习室或学校组织的其他活动中使用我的手机。

- Agree that the school will monitor the websites I visit.

- 同意学校对我访问的网站进行监控。

- Always use the school's ICT systems and internet responsibly.

- 始终负责任地使用学校的 ICT 系统和互联网。

- Understand that the only acceptable form of electronic communication between students and teachers is either via the school email or the school IT systems (such as Teams messaging).

- 理解学生和教师之间唯一可接受的电子通信形式是通过学校的电子邮件或学校的 IT 系统（例如 Teams）。

- Be responsible for wilful or negligent damage caused to computers or any electronic devices belonging to the school.

- 对属于学校的电脑或任何电子设备所造成的故意或疏忽的损坏负责。

- Cyberbullying will not be tolerated, including but not limited to, exclusion, roasting, polling, hacking, impersonating, screenshotting, exposing, uploading anything without consent, outing, harassing and cyberstalking are all examples.

网络欺凌是不能容忍的，包括但不限于：排挤、斥责、投票、黑客攻击、冒充、截图、曝光、未经同意上传任何东西、揭发、骚扰和网络跟踪等。

- Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any only e-activities intended to harm (physically or emotionally) another person, will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained on the internet.

不刻薄他人，不以吓唬、伤害或恐吓他人为目的发送电子邮件或发表评论。若有这些行为，或任何旨在伤害他人（身体或情感）的行为，都将导致纪律处分和免去特许。在某些情况下，网络欺凌可以是犯罪。我在网络上的动态都会被监管和保留的。

- Agree to report any signs of cyberbullying to a teacher or member of staff
同意向老师或工作人员报告任何网络欺凌的迹象。
- I am responsible for my device usage and online presence not only in school but outside of school. Once I share or post anything online it is there forever.
- 在校内外，我都会对我的设备使用和在网络上的行为负责。一旦我在网上分享或发布任何信息，它的存在是不可逆的。
- Remember to use integrity, respect yourself and others.
- 记住要诚信，尊重自己和他人。

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school' s ICT systems and internet. I agree to the conditions set out above for pupils using the school' s ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

我同意我的孩子可以使用学校的 ICT 系统和互联网。我同意上述关于学生使用学校 ICT 系统和互联网，以及在学校使用个人电子设备的条款，并将确保我的孩子理解这些条款。

Signed (parent/carer):

Date: