

# ICS Responsible Use Policy Agreement

I have read and agree to follow the Responsible Use policies as spelled out in my ICS handbook(s) and my previous signed agreement. In particular, I agree to follow **The ICS Way in Technology**:

*I can make a difference by:*

## Taking care of myself

- 1) Protecting my privacy
  - a) I will keep my personal information to myself, including my account and password.
  - b) I will be cautious about people or sites that ask for private information, avoiding them if necessary.
- 2) Keeping myself safe
  - a) I will pay attention to where I go on the web and look for safe and appropriate sites.
  - b) I will quickly back out if I accidentally access dangerous or inappropriate material or sites.

## Taking care of others

- 1) Being caring and respectful to others
  - a) I will respect their privacy and not give out their personal information, nor try to find out or use their password or account info.
  - b) I will practice proper *netiquette* and be polite and respectful when communicating online.
  - c) I will not download or bring illegal, offensive, obscene or inappropriate material into school or share it with others.
- 2) Respecting other people's ownership of what they create
  - a) I will only copy, share or download things when I have proper permission or license.
  - b) I will give credit and properly cite my sources when I use other people's work.
- 3) Being considerate of other people's need to use the network and equipment
  - a) I will use school equipment for school work and control my use of shared resources.
  - b) I will avoid activities that slow down the network (such as streaming video/audio or downloading large files).

## Taking care of this place

- 1) Respecting and protecting the equipment
  - a) I will use equipment safely and carefully.
  - b) I will immediately report any problems or damages to the IT Department staff.
- 2) Respecting and helping to preserve the network
  - a) I will use the network properly and not do things that might harm or damage the system, including attempting to bypass security or crack into systems or accounts.
  - b) I will work in a positive way on the network and Internet, doing constructive work that will help make it better.

I agree to **not post, share, download or promote any website, page, file or information that may be in violation of the laws of Ethiopia.**

I agree to **not use any VPN or proxy service/anonymizer on any device** on the ICS network which is not authorized by the ICS administration and/or IT Department.

I understand that failure to follow these terms will result in consequences such as loss of internet access and/or disciplinary action.

**Name (print):** \_\_\_\_\_ **Grade/position:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_