

KESTEL GIRLS ANATOLIAN RELIGIOUS HIGH SCHOOL

ACCEPTABLE USE POLICY (AUP)

This document, which belongs to the acceptable use policy (AUP), has been prepared for the use of information and information technologies used in our school so as not to harm other people. This policy sets guidelines in relation to how it should be used. This policy covers all users granted access by our school Kestel Girls Anatolian Religious High School. In this context:

- computers
- smart boards
- tablets
- mobile phones
- cameras and all cameras that can take pictures are included.

In our school, the use of e-mail, internet, voice and mobile communication with the above-mentioned information devices, receiving and sending data over the internet or network, making publications that concern the institution at school or outside of the school, writing, picture and video sharing on web pages should be carried out within the usage policy. This policy covers all Kestel Girls Anatolian Religious High School Administrators, teachers, staff, students and parents.

KESTEL GIRLS ANATOLIAN RELIGIOUS HIGH SCHOOL ACCEPTABLE USE POLICY PRINCIPLES OF USE

- 1) Kestel Girls Anatolian Imam Hatip High School grants its users (administrators, teachers, students and staff) a non-exclusive and non-transferable right of use. Users may not copy, modify, reproduce, create derivative works from, disassemble or convert any software or any other part of their computer systems to source code.
- 2) Users cannot use computer systems that the school does not allow.

3) Computer systems are used as permitted by the Ministry of National Education and for educational purposes.

4) Any user cannot access software or documents that do not belong to Ministry of Education without the approval of the school principal and cannot change the system settings.

5) Individuals within the school cannot use the areas they are not authorized to use and access without permission.

6) No software can be installed on school computers without authorized permission.

7) The use of data storage and transfer equipment such as external flash disk, cd room, external disk in our school's computer systems can be provided with the permission of the administrator.

8) Internet and e-mail usage in our school is provided by using official e-mail only for administrators.

9) All individuals are responsible for their actions on the internet and e-mail system.

10) Individuals must obtain a username and password from authorized persons while logging into the school's internet network systems with their mobile phones or tablets.

11) Individuals cannot take pictures or videos and post them on the internet using mobile phones and other technologies without permission.

12) The use of mobile phones or tablets is prohibited by students in our school. The student has to leave his cell phone in the closet where his cell phones are kept and locked as soon as he comes to the school. Cell phones or tablets are delivered to the student after the lessons.

13) Smart boards in the school should be used for educational purposes. It cannot be used by the administration, teachers, students and staff for a different purpose.

14) The student's tablets, phones, laptops and similar tools can be used under the supervision of the teachers in the lessons.