



# Acceptable Use of Technology Policy

## 信息技术使用制度

Acceptable use agreement (pupils and parents/carers)

使用协议 (学生和家長/監護人)

Agreements and adherence to this policy by students is a necessary requirement to be enrolled in our school.

學生同意並遵守本制度是入學的必要條件。

### Introduction 導言

At our school, digital technology is integrated throughout the school to support students' learning objectives and coursework. Please remember that access to technology is a privilege, not a right. To ensure a safe and productive environment, all students must comply with the terms of this policy. Failure to do so may result in the loss of access to digital technology and could lead to further disciplinary action.

在我們學校，信息技术已融入整個學校，以支持學生的學習目標和課程。請記住，使用信息技术是一種特權，而非權利。為確保安全和高效的環境，所有學生必須遵守本制度的條款。否則可能導致無法使用信息技术，並可能導致進一步的紀律處分。

This policy is based on multiple national laws and regulations, which places clear responsibilities on both schools and parents/guardians to safeguard students in the digital environment. According to Article 70 of the *Law on the Protection of Minors*, students are not permitted to bring smartphones or other smart terminals into classrooms without school approval, and if devices are brought to campus, they can be centrally managed by the school. Article 71 further emphasizes the responsibility of parents/guardians to monitor and manage minors' internet use, including limiting screen time, preventing addiction, and installing protective software.

本政策依據多項國家法律法規，這些法規明確規定了學校與家長/監護人在數字環境中共同保護未成年學生的責任。根據《中華人民共和國未成年人保護法》第 70 條，學生未經學校許可不得將智能手機或其他智能終端設備帶入教室；如確有攜帶，該設備可以由學校統一管理。第 71 條進一步強調了家長/監護人的職責，即應當監督和管理未成年人的網絡使用行為，包括限制上網時間、防止網絡成癮，以及安裝網絡防護軟件等措施。

In line with the School Protection Regulations for Minors, schools are required to manage students' use of electronic devices (Article 22) and provide education on digital safety and online ethics (Article 23). Violations of these rules fall within the scope of the *Disciplinary Measures for Primary and Secondary School Students*, which authorize schools to impose



appropriate disciplinary responses when policies are breached. The school's authority to do so is supported both by the school policy, student admission terms and conditions and by national education rules, giving the school a clear basis to respond if students break the rules.

依据《未成年人学校保护规定》，学校应当加强对学生电子设备使用的管理（第 22 条），并且开展数字安全与网络道德教育（第 23 条）。如果学生违反这些规定，学校可以按照《中小学生教育惩戒规则（试行）》作出相应的处理。学校有权采取相关处理措施的依据，不仅符合学校制度和学生入学条款的规定，也符合国家教育管理相关规定，为学校在学生违反规则时提供了明确且合理的处理基础。

Therefore, by agreeing to this policy:

因此，同意本协议即表示：

- Students commit to following the school's digital use rules and device restrictions.  
学生承诺遵守学校关于信息技术使用和设备管理的相关规定。
- Parents/guardians agree to support responsible digital behavior at home, including monitoring and regulating their child's use of smart devices.  
家长/监护人同意在家庭中支持负责任的数字行为，包括监督和规范孩子的智能设备使用。

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

#### **学校信息和通信技术系统以及互联网使用规范：学生和家長/监护人协议书**

When using the school's ICT systems or accessing the internet on school premises—whether on a school device, personal mobile phone, or other personal electronic device—

在校内使用学校的 ICT 系统或访问互联网时--无论是使用学校设备、个人移动电话或其他个人电子设备--均应遵守以下规定

#### The student must:

#### 我将:

- Only use them for educational purposes during the school day (8:00-4:30), and study hall.

只在上课期间（上午 8:00-下午 4:30）和自习课上为学习目的而使用。

- Do not access any inappropriate websites, including—but not limited to—material that is violent, racist, hateful, criminal, or pornographic in nature.

不访问任何不适合的网站，包括但不限于暴力、种族主义、仇恨、犯罪或色情网站。



- 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室网站（除非我的老师明确允许将其作为学习活动的一部分）。

- Not access to or play on any games/gaming sites during school hours (8:00-4.30) or study hall.

在上学时间（上午 8:00-下午 4:30）或自习课期间，不玩任何游戏/访问任何游戏网站。

- 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, be unkind or hateful, when communicating online, including in Teams, 0365, 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、O365、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，在没有事先咨询父母/监护人/住宿老师，或没有成人监督的情况下，不与任何（网络上认识的）人安排网下见面。

- Respect others by never taking, posting, or sharing pictures or videos of them without their consent. This includes creating or distributing memes or stickers featuring others



without permission. This rule applies at all times and in all circumstances—for example, outside of school, during holidays, on residential or day trips, and in the boarding house.

尊重他人，未经同意不得拍摄、张贴或分享他人的照片或视频。这包括未经许可制作或传播以他人为主角的备忘录或贴纸。这一规定适用于任何时候和任何情况--例如，在校外、假期、住宿或一日游期间以及在宿舍。

- Respect personal and others' privacy at all times. Never share, post or forward any personal or sensitive information, whether myself or someone else's without explicit consent. This includes but is not limited to names, personal details, identification documents (ID card photos or details, passport), address or phone number, online accounts (WeChat ID, email, social media handles) or any other information that could identify someone or put their privacy or safety at risk.

始终尊重自己和他人的隐私。未经明确同意，不得分享、发布或转发任何个人信息和敏感信息，无论是属于自己的还是他人的。此类信息包括但不限于姓名、个人资料、身份证明文件（如身份证照片或资料、护照）、地址、电话号码、以及各类在线账户（微信 ID、邮箱、社交媒体账号等）或任何可能识别个人身份、影响他人隐私或安全的信息。

- 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 posting, 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.

尊重自己和他人的，绝不张贴、分享或拍摄自己或他人的不雅照片或视频（包括他人脱衣或部分脱衣的图像、性感、袒胸露乳、色情等）。分享自己和/或他人的任何不雅照片或视频均属犯罪，可向警方举报。

- 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 the internet responsibly. Any attempt to hack into a school IT system or gain access without authorisation of a school system will lead to severe disciplinary action and may include the incident being referred to the police or other relevant authorities.

始终负责地使用学校的 ICT 系统和互联网。任何试图入侵学校 IT 系统或未经授权访问学校系统的行为都将导致严重的纪律处分，并可能将事件提交警方或其他相关部门处理。

- 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 willful or negligent damage caused to computers, printers 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, unkind messages, roasting, polling, hacking, impersonating, screenshotting, exposing, uploading anything without consent, outing, harassing, and cyberstalking are all examples.

Defamation of others, whether in person or online is a form of bullying and may constitute a crime.

网络欺凌是不能容忍的，包括但不限于排斥、不友善的信息、谩骂、投票、黑客攻击、冒充、截图、曝光、未经同意上传任何内容、出丑、骚扰和网络跟踪等。

诽谤他人，无论是当面诽谤还是网上诽谤，都是一种欺凌行为，可能构成犯罪。

- Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, 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 and will be reported to the police. 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 and respect yourself and others.

记住要正直，尊重自己和他人。

- AI tools may only be used for legitimate educational purposes and must not be used to plagiarise, copy, or produce work that is falsely presented as your own. Under no circumstances should AI tools be used to create images, audio, memes, cartoons, or other content targeting or involving others without their consent, or in ways that could be considered offensive, misleading, or harmful.

For clarity, the unreferenced use of generative AI in subjects such as Art, Music, or IT will be treated as academic malpractice (cheating). Any text, images, videos, essays, projects, or other work requiring original or creative thought that is produced using generative AI and submitted as your own, whether for homework, portfolio tasks, assessed or unassessed assignments, or internal or external examinations, will be considered a breach of academic integrity.

人工智能工具只能用于合法的教育目的，不得用于剽窃、复制或制作伪造的作品。在任何情况下，都不得使用人工智能工具创建图像、音频、备忘录、漫画或其他针对他人或涉及他人的内容除非获得对方明确同意，且不得以任何可能构成冒用、误导、侮辱或伤害的方式使用此类内容。

在此明确，在艺术、音乐或信息技术等科目中未经注明而使用人工智能生成工具将被视为学术不端行为（作弊）。任何使用生成式人工智能制作的文本、图像、视频、论文、项目或其他需要原创或创造性思维的作品，如果作为自己的作品提交，无论是家庭作业、作品集任务、评估或非评估作业，还是校内或校外考试，都将被视为违反学术诚信。

- AI images or videos should not be created or shared depicting any student, staff or member of the wider DHSZ community. Students must not input or upload any personal or private information about others into AI tools or platforms. In such cases school discipline and relevant privacy laws will apply.



- 不得创建或共享描述任何学生、教职员工或 DHSZ 社区成员的人工智能图像或视频。严禁学生在任何 AI 工具或平台中输入、上传他人的个人或隐私信息。在这种情况下，将适用学校纪律和相关地方法律。

**Students review and endorse this document electronically\*. The Student AUP is also added to the Student Planner and the Student Dashboard.**

学生通过电子方式阅读并同意本文件\*。《学生信息技术使用制度》也会添加到 "学生笔记本 "和 "学生公告板 "中。

**Parent/Carers: The Student Acceptable Use Policy will be shared with new families upon enrolment and with current families at the start of the year.**

家长/监护人：《学生信息技术使用制度》将在新家庭注册时与他们分享，并在学年开始时与现有家庭分享。

By enrolling in this school, students and their parents/carers fully acknowledge and agree to comply with this policy. This shared responsibility between school and family is essential for building a safe and responsible digital learning culture.

学生就读学校即视为本人及其家长/监护人已充分知晓并同意遵守本政策。构建一个安全、负责任的数字学习文化是学校与家庭的共同责任。