

INTERNET USAGE AND BLOGGING POLICY

Objective:

Provide appropriate guidelines for accessing and utilizing the Internet through Dasman Bilingual School's network.

Applies to:

All employees with authorized access to Internet services

Key guidelines:

Internet services are authorized to designated employees by their Principal to enhance their job responsibility. The Internet is an excellent tool but also creates security implications that Dasman Bilingual School must guard against. For that reason, employees are granted access only as a means of providing support in fulfilling their job responsibility.

General

- Internet accounts are approved for designated employees by their immediate Principal to provide tools that assist in their work.*
- Each individual is responsible for the account issued to him/her.*
- Organizational use of Internet services must reflect the mission of Dasman Bilingual School and support Dasman Bilingual School goals and objectives.*
- These services must support legitimate, mission related activities of Dasman Bilingual School and be consistent with prudent operational, security, and privacy considerations.*
- Dasman Bilingual School has no control over the information or content accessed from the Internet and cannot be held responsible for the content.*
- Any software or files downloaded via the Internet into Dasman Bilingual School network become the property of Dasman Bilingual School Any such files or software may be used only in ways that are consistent with their licenses or copyrights.*

Inappropriate use

The state of Kuwait with coordination of ISP's (Internet service providers) applies special web filtering tools on the Internet communication.

- The following uses of School provided Internet access are not permitted:*
 - Use proxy breakers or any proxy than the one supported by the IT department.*
 - To access, upload, download, or distribute pornographic or sexually explicit material*
 - Violate and Kuwait, local, or federal law*
 - Vandalize or damage the property of any other individual or organization*
 - To invade or abuse the privacy of others*
 - Violate copyright or use intellectual material without permission*
 - To use the network for financial or commercial gain*
 - To degrade or disrupt network performance*

- *No employee may use School facilities knowingly to download or distribute pirated software or data.*
- *The use of file swapping software on School computers and School networks is prohibited.*
- *No employee may use Dasman Bilingual School Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.*

Blogging

- *Blogging by employees, whether using Dasman Bilingual School's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Dasman Bilingual School's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Dasman Bilingual School's policy, is not detrimental to Dasman Bilingual School's best interests, and does not interfere with an employee's regular work duties. Blogging from Dasman Bilingual School's systems is also subject to monitoring.*
- *Dasman Bilingual School's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any confidential or proprietary information, trade secrets or any other material covered by IT policy when engaged in blogging.*
- *Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Dasman Bilingual School and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Dasman Bilingual School.*
- *Employees may also not attribute personal statements, opinions or beliefs to Dasman Bilingual School when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an

employee or representative of Dasman Bilingual School. Employees assume all risk associated with blogging.*
- *Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Dasman Bilingual School's trademarks, logos and any other Dasman Bilingual School's intellectual property may also not be used in connection with any blogging activity*

Samples:

None

For questions, call:

For questions or comments, please contact IT Department on <http://desk-sw:8080/> , our helpdesk is available from 7:00 am to 3:00 pm Sunday to Thursday.

Last revision date:

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