

Registration Form		
Family Name:	Ожидаемая дата зачисления	to
Parental/Guardian Information: Сведения о родителя/опекунах		
Father's Name:	Occupation:	
Ф.И.О. отца	Род деятельности	
Company:	E-Mail Address:	_
Home Phone Number:		
Домашний телефон	Рабочий телефон	
Mobile Phone Number:	Address:	-
	Род деятельности E-Mail Address: Адрес электронной почты Work Phone Number: Рабочий телефон Address:	
□ Do <u>not</u> place my child's photo on the school's web _I Просьба не помещать фотографию моего ребенка в школьну	page or in the newsletter	
Language Information: Информация о языке:		
0 0 0	Language spoken at home:Язык, на котором говорят в семье	_
Secondary language:	Other:	_
Второй язык	Другие языки	
Any background information pertinent to language dev Пополнительная информация касательно развития языковых н	velopment:	-



Siblings formation: Информация о братьях и сестрах:	
Name of Sibling Имясестры/брата	Name of Sibling Имясестры/брата
GenderПол□ MaleМуж□ FemaleЖен	GenderПол□ MaleМуж□ FemaleЖен
AgeBospacm:	АдеВозраст:
Name of Sibling Имясестры/брата	Name of Sibling Имясестры/брата
GenderПол□ MaleМуж□ FemaleЖен	Gender По л □ Male <i>Муж</i> □ Female Жен
АдеВозраст:	АдеВозраст:
Name of Sibling Имясестры/брата	Name of Sibling Имясестры/брата
Gender Пол□ MaleМуж□ FemaleЖен	Gender Пол □ Male Муж □ Female Жен
Адевозраст:	AgeBospacm:
Payment Information:	
Organization Responsible for Fees:	
Организация, ответственная за оплату	
☐ Company ☐	Personal Government Other:
Компания	Лично Правительство Другое
Additional payment directions, provisions, or concerns.	
Additional payment directions, provisions, or concerns:	
Дополнительные рекомендации, требования, условия по оплате	
Note : A non-reimbursable one-time registration fee of \$3	300 is required for each new student.
	змере \$ 300 предусметорен для каждого вновь прибывшего учащегося.
Colo al History	
School History:	
Please attach student's records from previous schools. If	not available, please give full name and address of last school where
records can be obtained:	71 6
Приложите копию табеля с оценками с предыдущей школы. Если можно получить табель с оценками:	у Вас не имеется такового, укажите название и адрес предыдущей школы, где
можно получить таоель с оценками:	
List previous three schools attended including partial year	rs if applicable: (last school first)
• -	· ·
данные о преоыоущем учеоном завеоении: указать послеоние <u>три</u> и порядке.	школы, включая частичное образование, в обратном хронологическом
•	
Name of School: Названиешколы:	
<u>гназваниешколы:</u> Levels Attended:	
Классы, оконченные в школе:	
Location (city & country):	
Местонахождение (город, страна): Dates attended (month/year – month/year):	
Период (месяц, год – месяц, год):	



Name of School: Названиешколы:	
Levels Attended: Классы, оконченные в школе:	
Location (city & country):	
Местонахождение (город, страна):	
Dates attended (month/year – month/year):	
Период (месяц, год – месяц, год):	
Name of School:	
Названиешколы:	
Levels Attended:	
Классы, оконченные в школе:	
Location (city & country):	
Mecmoнaxoждение (город, страна): Dates attended (month/year – month/year):	
Период (месяц, год – месяц, год):	
Strongths and Challenges, a	Special Educational Needs.
Strengths and Challenges: Сильные и слабыестороны:	Special Educational Needs:
This studentУчащийся	This studentУчащийся
□has been identified as gifted and talented.	□has been diagnosed with ADHD.
считается одаренным или талантливым.	страдает СДВГ (синдром дефицита внимания и гиперактивности)
	□has been diagnosed with ADD.
Thee been on benear student	страдает СДВ (синдром дефицита внимания)
has been an honor student.	□has been diagnosed with a reading disability (dyslexia). диагностирована неспособность к чтению
был отмечен какой-либо наградой.	□ has been diagnosed with a writing disability (dysgraphia).
	диагностирована неспособность к письму
☐ is a high level reader.	□ has been diagnosed with Autism.
увлекается чтением книг.	страдает аутизмом
3	
English defines the second	The 1.66 and an analysis of the state of the
Excels in the following subjects:	Has difficulties in the following subjects:
преуспевает по следующим предметам:	Имеет трудности в освоении следующих предметов:
□ all subjectsвсе предметы	□ all subjectsвсе предметы □ Mathematical (
□ Mathematics <i>Mameмamuкa</i>	□ Mathematics Математика
WritingРиторика языка	Writing Риторика языка
Reading Чтение	ПReading Чтение
□ ScienceЕстественные науки	□ ScienceЕстественные науки
☐ Cultural StudiesКультурология	□ Cultural StudiesКультурология
□ArtИзобразительное искусство и труд	□ArtИзобразительное искусство и труд
□ Music <i>Myзыка</i>	□ MusicMyзыка
□ Physical EducationФизическая культура	□ Physical EducationФизическая культура
	Then do to have a short attention on a v
□has along attention span <i>способен к сохранению</i>	□tends to have a short attention span <i>He способен к сохранению</i>
внимания/концентрации в течение долгого времени	внимания/концентрации в течение долгого времени \square has been expelled from a school.былисключенизшколы
□ is highly focused крайне сосредоточенный	
□ is competitive являетсяпрмернымучеником	☐ has been removed from a program for behavioral issues. был отстранен от занятий из-за поведения
	•
Please expound below on any items marked: Коменнтарии по к	аким-либо отмеченным выше пунктам:
1 · · · · · · · · · · · · · · · · · · ·	

Please expound upon activities or sports that are of particular interest to this student:

Какими видами спорта занимается ребенок или что составляет круг его интересов



·				
Harlet History Com-				
Health History for Данные о состоянии здоровьяна (Student Name / Имяребен				
Does your child take any medication?	NoHem			
Does your child have a health condition that school person Имеет ли Ваш ребенок какие- либо ограничения по здоровью, о кот				
If Yes, please give details:				
Immunization Information: Информация о полученны	х прививках:			
Record dates of initial childhood and last immunization— <i>п</i> Укажите даты прививки, начиная с рождения до последней иммуни				
Diphtheria/Дифтерия	BCG/bkr			
Tetanus/Столбняк	Meningitis/Менингит			
Pertussis (Whooping Cough)/Коклюш	Typhoid Fever/Брюшнойтиф			
Роlіо/Полиомиелит	Rabies/Бешенство			
Measles/Kopb	Hemophilus Influenza/Гемофилийный грипп			
Mumps/Свинка	Hepatitis A/ ΓenamumA			
Rubella/Kpachyxa				
Yellow Fever/Желтаялихорадка	Tuberculosis/ Туберкулез			
Please attach immunizations documentation to this appli Пожалуйста, приложите копии медицинских документов, подт				
Developmental Information: Информация о развитию	і ребенка:			
Were there any complications in the pre-natal, delivery, от Существовали ли какие-либо проблемы с развитием в предродовой,	r post-natal periods?			
If Yes, please give details: Если Да, топоясните				
Has your child had any past or present sleeping or eating р Существуют ли или существовали проблемы со сном или приемом If Yes, please give details: Если Да, топоясните	пищи?			
Please check the following items where appropriate and g Пожалуйста, отметьте события, произошедшие с вашим ребенко				
□ Broken bones: Переломы_	□ Allergies: Алергия			
☐ Hospitalizations/operations: Госпитализации, операции	☐ Seizure: Судороги			
□ Intestinal problems:Проблемыскишечником	☐ Hearing:Проблемы со слухом			
□ Hay-fever: Сенная тхорадка				
☐ High temperatures: Высокаятемпература ☐ Other: Другие				



	checked, please give additional details о меют место, пожалуйста предоставьте допо.		
Emergency Instruction	S for Инструкции при чрезвычайной ситуа	ициидля(Student Name / Имяребенка)	
Parent/Guardian Name		(otalent rame / rampecenta)	
		Mobile Phone:	
If no phone contact is possib	ble, please give an address or instruction	ьный телефон to be reached: c или подробные инструкции, как можно связаты	
If unable to reach a parent/or	uardian, indicate another individual to co	ontact:	
		лиаст. лефона опекуна или другого человека с кем можн	но связаться.
Name:	Relationship:	Степень родства	
Home Phone:	Work Phone: Рабочий телефон	Mobile Phone: Мобильный телефон	
of emergency, please indicat В случае необходимости медицин	e below:	nool doctor. If you have preference for a loo	_
	ходимости оказания срочной медицинской пом ли доктора?	orities to initiate medical care that may include outu, даете ли вы свое согласие, чтобы админист	_
	\square_{Y}	es/Да No/ Hem	
	, Я уполномочиваю администрацию школы пре	eps necessary to administer medical treatmo	
	/	/	
Printed Name / Имя (печатными в	буквами) Signed Name	e / Подпись Date /Дап	па

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Code of Conduct

Our students are expected to conduct themselves in a positive manner with respect to the entire educational community at all times. Positive behavior is further developed through our Success Orientations Curriculum, which focuses on Kindness and Politeness, Trustworthiness, Responsibility, Concern for Others, Group Interaction, Independent Endeavor and Aesthetic Appreciation.

In order to ensure a safe and positive learning environment for all our students, the following guidelines should be read and understood by all parents, caregivers and students.

Attendance, prompt arrival, completion of homework and reliable home-school communication reflect the student's own sense of responsibility, trustworthiness and independent endeavor.

Concern for others, Group Interaction and Kindness and Politeness are reflected by **considerate behavior to others**, in class as well as on the playground, **appropriate school attire** and preventative measures to ensure **health and safety**.

Attendance

Many learning experiences occur in a classroom setting. Many of these experiences cannot be duplicated through makeup assignments. School attendance is extremely important for successful learning. Future employers and university placement officials often ask for student records of attendance as an indicator of the reliability and motivation of the individual. It is expected for students to be in school except for sickness or extenuating circumstances.

The 1st period teacher takes attendance each morning by 8:20am. The office staff publishes a list of all students who are absent by the end of the first period. Parents are then called to verify the absence, if a parent has not already notified the school. Lengthy or frequent absences are brought to the attention of the Director of Instruction so that parents can be alerted to a potential problem. In the event of a lengthy illness, teachers will do everything possible to help students make up missed work. If students make no effort to do make up work, they will be referred to the School Counselor for guidance. It is the student's responsibility to contact the teacher for make-up work and to set convenient times for make-up tests or quizzes.

If a student needs to be excused from school for several days and the absence is planned, it is the student's responsibility to collect work prior to the absence.

If a student is not on the absence roster and is not in class, the student will be reported as being truant or "skipping" class.

Closed Campus

Ashgabat International School is a *closed campus* which means students *may not* leave the campus without permission from the office. Parents have entrusted the School with students' well-being and safety. Therefore, we must know where students are at all times. Students' safety and security are our first consideration.

A "closed campus" also means visitors and non-students must check through the school office before being allowed to visit the school. We must know who is on campus at all times.

Non-students are not to come at recess, lunchtime, or during class time to see students directly. They must check in through the office!

Tardiness

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<u>TO SCHOOL</u>.....All students are to report to the office if they arrive after the bell beginning the 1st period (8:15am). Teachers will not allow students to enter the class without a note from the office indicating they have signed in with office staff. It is important to sign in and get a late pass, so tardy students will not be on the absent list for the remainder of the day.

TO CLASS.....Teachers may use detention time during lunch or recess as a consequence for students who are late to class. For students who are routinely tardy to class, teachers and administrators may use other systems of reward and removal of privilege. In some cases, due to certain cultural dynamics, punctuality is not highly esteemed nor is tardiness considered inappropriate. We are committed to teaching otherwise. Tardiness will not be cumulative from one quintile to the next. The student will begin each quintile with zero.

Homework

Homework is an important part of the learning process as it provides reinforcement of concepts learned in class. It promotes individual responsibility, independent practice, good work habits and parent involvement. It is therefore important that parents check if homework is completed every evening. All missed homework will be made up in the student's free time. Persistent failure to complete homework may result in an 'N' for the Success Orientations outcome Responsibility.

■ Home-School Communication

Parent / Teacher conferences are initiated three times per year by the school, but the parent or caregiver can request a meeting at any time. Parents can contact the office to schedule an appointment. Notes, permission slips and newsletters are regularly sent home in order to keep parents or caregivers informed of school events. Parents of elementary students should look in their student's bag each day for communication. Parents of secondary school students should ask their students about paperwork or announcements.

■ Disruptive Behavior

Disruptive behavior in class seriously jeopardizes effective learning for all students. Students who persistently disrupt class may lose their recess privileges and receive an 'N' for the Success Orientations Outcome Group Interaction.

Hurtful Behavior

AIS faculty and staff strive to create a comfortable and safe learning environment for all students. Therefore, hurtful behavior towards others, whether verbal or physical, will not be tolerated. If a student persists in demonstrating such behavior, the student may receive an 'N' for the Success Orientations Outcome Kindness and Politeness, and a meeting may be held with the teacher and parents to discuss further consequences. Serious hurtful behaviors, such as fighting or bullying, may result in more serious consequences, including suspension and expulsion. The school may consider serious consequences for any student who poses a threat to himself or others. Also, the school may consider a student a threat to himself or others if his behaviors cannot be managed by the school.

■ Appropriate School Attire

QSI schools do not have uniforms. The purpose for not having uniforms is to encourage and respect individuality. Students should wear clothing appropriate for school that does not distract from learning and that reflects consideration for others with different values or from different cultures. If a student's attire is deemed to be too distracting or offensive, then the student may be asked to go home and change clothing. (ie. Short shorts/skirts, offensive language/pictures on shirts, drug/alcohol related clothing, spaghetti strap shirts/dresses, see through clothing)

■ Food



In order to support their energy levels and concentration, students are expected to bring a healthy snack to school. Also, students are expected to either purchase a lunch from the school lunch program or bring a healthy lunch from home. In case of allergies, parents or caregivers must report the type of allergy to the office.

Illness

In order to minimize the risk of infection and thus safeguard a healthy learning environment, students should stay home from school when they are sick or have a fever, and a parent or caregiver should notify the school of the type of illness on the first day of absence. This will help the office to determine the scope of illness within the school population. Students must be fever-free for 24 hours before coming back to school.

If illness occurs at school ill students will be sent to the nurse/doctor. The nurse/doctor will decide what treatment and action will be taken. If a student is truly ill and needs to go home the nurse/doctor will contact the parents. When the parent/driver arrives for the sick child, he/she must sign the student out, and the student may leave campus.

*Students may not contact drivers to go home. Repetitive visits to the Nurse's Office will be dealt with through administration.

■ Computer Safety

Students are expected to handle school net-books and other computers with care and respect the rules for the use of internet. Carelessness or abuse of the computer and internet may result in temporary or permanent loss of computer privileges.

■ Electronic Devices (3YOC-11YOC)

Use of electronic devices (cell phones, gaming devices, mp3 players, etc.) is disruptive to learning and therefore not allowed during school hours. Cell phones and other electronic devices that belong to students should be turned off and put away during school hours. Any electronic device used during school hours may be confiscated and returned at dismissal time. Parents who want their children to have cell phones should encourage their children to abide by the aforementioned policy so their cell phones may not be confiscated. Laptop computers may be used in class, with the teacher's permission, for educational purposes. In case of an emergency during school hours, parents who wish to reach their children must call the office. Students have access to a telephone in the office.

■ Leaving School Campus

Students are usually permitted to leave early at the request of the parents or school administration. Students must have a written note, email, or phone call to the office from a parent with an authorized excuse to leave early and must check out with office staff prior to departure. A parent/driver will need to come into the office and sign the student out of school. At this time the parent/driver will receive a gate pass to give to the guard. The guard will ensure that the student has completed the process; if the student has not then the parent/driver will be re-directed back to the office. This policy is to ensure the safety of students.

■ Academic Progress (Secondary School)

In order to meet the requirements for graduation in four years, high school students must complete a minimum of 55 units in an academic year. Most students will exceed this minimum by completing 10 units in each of their core courses. Students who do not make-up "P" and "D" grades promptly or who do not engage units on time due to absences run the risk of not meeting graduation requirements. The longer it takes a student to master an essential unit, the harder it becomes to meet the TSWs for subsequent units. Lack of progress on TSWs is also a strain on teachers and classmates since it means that instructional time must be divided across multiple units.

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Safety Netting is the primary resource for helping students maintain academic progress. Every Secondary Student has Safety Netting every Monday in their schedule. If the student has no work to make-up, then the student may use the time to do homework, meet with a teacher, get help, or meet with the school counselor. Students who fail more than one unit (two or three weeks) behind in any class may be required to attend Saturday School. Saturday School is a time to allow students to work and make-up units that need completing. Saturday School will be planned to not interfere with weekend school activities. A plan to help students master the required material will be developed by the teacher(s) and the student.

Students should demonstrate responsibility by keeping track of their assignments and their progress on TSWs and asking teachers when they are uncertain about what they need to do.

Parents are strongly encouraged to communicate regularly with their students about their progress in classes, to provide structured study time at home, and to contact teachers for suggestions about work that can be done at home.

Successive "P" and "D" grades in classes and "N" grades for success orientations are warning signs that students need to exert sustained and consistent effort toward improvement. The school may decide not to extend enrollment for high school students who do not make adequate progress toward graduation.

■ Academic Honesty (Secondary School)

Students must be responsible and trustworthy for doing their own work. American-style education requires students to synthesize information and demonstrate their own thinking. Students should inform their teacher if they received help on an assignment from another student or from an adult and should cite each source of words and ideas consulted in research projects. Teachers will make an effort to educate students on these practices but copying on tests (cheating) or submitting another person's work as one's own (plagiarism) will not be tolerated.

If a teacher suspects a student of cheating or plagiarizing, the student will be required to retake the test or redo the assignment. In most cases, the teacher will record the grade for the unit as a "D" for deficient until the student demonstrates independent mastery of all TSWs and give an "N" for the success orientation of trustworthiness. The teacher may request a conference with parents and the student to explain the severity of the offense. Therefore, the typical procedure regarding cheating and plagiarism is outlined below, but each incident will be dealt with on an individual basis.

- 1) Students discovered to be copying/plagiarizing/cheating on assignments/assessments will be given a verbal warning and another more challenging assignment to complete within a 7-day period.
- 2) 2nd offense: The student will have a letter sent home to their parents for signature with a warning of receiving a D on the unit and make up assignments to complete within a 7-day time period.
- 3) 3rd offense: The student will have a letter sent home organizing a conference with the student, teacher and the Director and a D will be assigned to the unit and appear on the status report. The student will subsequently have to complete make up assignments within a 7-day period and may have the D changed in the following status report.

Repeated instances of cheating and plagiarism may jeopardize secondary school enrollment.

■ Attendance & Tardiness (Secondary School)

Parents of secondary students should follow all the general procedures outlined under Attendance and Tardiness for communicating about tardiness and absences. Secondary students can also be issued a D for a Unit and/or be required to attend Saturday School to make up missed academic time.

Secondary students are responsible for arriving on time to each of their classes throughout the day. Students who are tardy for class will serve time during lunch in lunch detention. Teachers may contact parents about persistent tardiness or unexcused absences from individual classes in order to develop a plan for improving attendance. Students with attendance problems may receive an "N" for responsibility and/or lose break-time or extra-curricular privileges.



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Students who are absent during the day because of illness or outside commitments should remain home for clubs, fieldtrips, and extracurricular activities that day. Students may be required to stay at school instead of attending a fieldtrip if they were absent the day before. Secondary students should only attend Saturday activities if they have attended all classes on Friday and made up work from any absences earlier in the week.

Excessive absences in secondary school may result in incompletion of units. Not completing units in a timely manner will put a student off track for graduation. If absences become an issue students may be put on an attendance contract. Missing 5 or more class periods a day will constitute a full day absence.

■ Electronic Devices (Secondary School)

Use of electronic devices for Secondary School students is permitted during certain times throughout the day. The use of a cell phone or music player is acceptable before/after school, and during lunch. The use of these items is NOT permitted during class time or in between classes. If a student is using a device during this time it will be confiscated. It will be returned to the student after the first offense. If the use of a device continues during class time the Director and parents will be notified. Lap top computers are permitted upon teacher permission.

In some instances it may be necessary to use personal electronic devices for educational purposes. In case of an emergency during school hours, parents who wish to reach their children must call the office. Students have access to a telephone in the front office.

■ Grading Policy (Secondary School)

All assignments must be submitted and fully completed, demonstrating a mastery level of understanding, in order to close a unit. In accordance to QSI policy S4-F3 Completion of Outcome, students who are late in completing an essential unit will have **7 days** after the deadline to complete it. If the student has not completed the essential unit after 7 days, the teacher will put a **D** on the outcome card.

- D is for students whose work is deficient; that is, they put in very little effort and are not progressing.
- **H** is for students who are struggling with the work and are not progressing. The essential unit is put on hold, and students may reenter the essential unit at a later date.
- W means a student has been withdrawn and can only be readmitted with teacher approval.

It happens that students abuse the testing procedure by taking multiple versions of tests to pass the outcome. Some do not study for the first test, find out what the test is like, and then take the second test, and sometimes a third before they pass. To discourage these practices, here are some guidelines.

- Students will be allowed to take two tests.
- If a student does not pass or misses test the first test, the student must take test a different test on the same material.
- To encourage students to take and pass the first test, and to help students to pass the second test, the teacher may require students to complete an **extra assignment** relating to the outcome before they are allowed to take test B.
- If a student does not pass test B, he or she must file a **petition**, which must be approved by the teacher and the Director of Instruction, if they want to complete a third assessment. The petition may require attendance at Saturday school or extra-help sessions.
- Sometimes struggling students take multiple tests, and if this is the case, the student may be misplaced and teachers will initiate a placement evaluation.

Finally, a student may be unable to receive an A for an assignment handed in late.

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Code of Conduct Signature Page

I have read and understand the Code of Co	nduct for Ashgabat International School.	
Student Name		
Parent / Caregiver	Date	
Student (Secondary Student)	 Date	

AIS HEALTH QUESTIONNAIRE

Please help us to help your child healthy by completing this form and bring it to the school doctor.

To maintain health of the student both physically and mentally it is important for us to gain/update the

To maintain health of the student both physically and mentally it is important for us to gain/update the information about his/her past & current health practices.

Name of the s	student (Last, First, M.I.)					□M □F
Date of Birth	(dd/mm/yy)					
		Pe	rsonal He	ealth History	1	
Childhood	illness: □ Measles	☐ Mumps	□ Rubella	☐ Chickenpox	☐ Rheumatic Fever ☐ Polio	
	to-date with their immo up-to-date with their im		lease contac	t your doctor to	arrange this.	Yes □ No □
s there any chro yes, please elabo		e that I shou	ld be awar	e of that may l	imit your child's activities?	Yes 🗆 No 🗆
Poes your child h lease give details:	nave any special physic	al or learning	g needs tha	t require supp	ort in school?	Yes □ No □
Poes your child h Tyes, please speci	nave any other medical fy	or health pro	oblems I sh	ould be aware	of?	Yes 🗆 No 🛭
lave your child h	nad any of the following	g within the	past year?			
ospitalizations	Yes □ No □				Visits to a Health Facility	Yes 🗆 No 🗆
	Yes □ No □				Surgeries	Yes □ No □
eizures					Mental Health Issues	Yes □ No □
eizures ccidents	Yes □ No □					

Allergies to medications, vaccines, stings	or foods Yes \square No \square
If Yes, please give details:	Name of Allergen / Reaction your child had / Management
Is your child on any medication or treatme	
If Yes, please give details: Illness	Name of medication / Strength / Frequency taken /
Will your child be on any medication that If yes, NAME OF MEDICATION/ Strength / Frequency	must be administered during school hours? Yes No uency taken /
	ication requires written prescription from a physician as well as written
permission from a parent/guardian. T container.	he medication must be brought to school (by an adult) in the original
The school medical team maintains	a basic pharmacy and supplies for providing first aid and
treating/relieving minor health sym	
	medical evaluation of the condition. In case of an emergency, the
ambulance and/or medical facility was appropriate Hospital.	vill be contacted and sick / injured student will be taken to the
If your child has a special healt school please see us in person.	h condition which requires close medical observation while at
F	
Parent/Guardian Name and	Signature
	· · · · · · · · · · · · · · · · · · ·
Emorgonov contacts	
Emergency contacts	

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QSI STUDENT AUP (ACCEPTABLE USE POLICY) & PARENT CONSENT FORM

Computers, the Internet, and related technologies are valuable resources for students, and serve as the world's largest library and information database. QSI is dedicated to producing students capable of succeeding in today's technology-pervasive society. Students receive technology training including QSI's Essential Unit on Digital Citizenship. This unit, required for every QSI student from age 5 through secondary, provides a strong background in the proficiencies and ethical competencies for safe computer use, and to succeed in modern society. Students are expected to conduct themselves according to these outcomes, even when not at school. Issues brought to the attention of the staff that negatively affect other students or disrupt the school day will be dealt with by the school. These guidelines are available from your school or online at: http://www.qsi.org.

Your student may be asked to create an email or other online accounts required to accomplish these essential outcomes. Photographs of your student may appear in QSI publications and documents, or media reports about QSI.

Please contact your school director if you have concerns about this or any other requirement below.

A. Acceptable Use

- 1. Technology is to be used in a responsible, ethical, and legal manner. Some information and activities
 - are not appropriate for school.
- 2. All technology use must support QSI's educational objectives, meet the objectives of QSI's Digital
 - Citizenship Outcomes and be in accordance with QSI's Success Orientations.
- 3. Use for student self-discovery may be allowed, but the Director will decide what usage is acceptable.
- 4. The Director may suspend or permanently end technology access for any student who violates QSI's
 - AUP.
- 5. The use of QSI technology is a privilege, not a right.
- 6. The cost of willful damage will be billed to the parent or guardian of the abusing student.

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B. Unacceptable Use Includes:

- 1. Downloading, copying or adding any unauthorized software, applications or files to or from the System.
- 2. Plagiarizing others' work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. This includes direct copying as well as paraphrasing ideas without giving credit to the author.

Violating copyright, trade or service marks, or intellectual property rights. This includes peer to peer file sharing of copyrighted files. If the student is unsure whether or they can use a work, they should not use it without permission from the owner.

- 3. Using any username, password, or resource (within or beyond QSI) that a student is not authorized to use.
- 4. Participating in illegal activities. Activities on Internet accessible computers may be governed by the laws of several countries and jurisdictions.
- 5. Using harmful, threatening, abusive, or obscene language or imagery at any time.
- 6. Cyber-bullying: using the internet to insult, ridicule or otherwise hurt anyone's feelings.
- 7. Vandalizing computers, the school network, technology, equipment, drives, files, software, or Internet resources. Vandalizing includes, but is not limited to any attempt to modify, erase, or destroy another person's documents or files, or to defame or vandalize someone's digital profiles.
- 8. Using technology that is explicitly prohibited. This may include Gmail, Hotmail, Yahoo Mail & chat, Facebook, YouTube, and personal mobile devices.
- 9. Attempting to fix, repair, or enhance any equipment, device, software or other QSI resource without teacher approval. Please contact QSI regarding any repair or fix.
- 10. Wasting resources, including file storage, Intranet and Internet bandwidth, or paper, by unauthorized gaming, downloading, video or audio streaming, or other unauthorized activities.
- 11. Playing tricks or pranks on other people. Examples may include moving files, adding unauthorized content to a document or e-mail, or otherwise distorting information.
- 12. Engaging in any activity that might imperil the student or others. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate.
- 13. Violating the posted policies for any lab, library, or computer room.

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My signature belo	ow acknowledges that I h	nave read, understood, and aging nowledge that I will abide by the	ree to the QSI Student
QSI	Student	Name	(Print)
QSI Student Nan As Parent or G	· • ·	agreement and the informat	Date
Parent/Guardian		Name	(Print)
Parent/Guardian N	Name (Sign)	 	