



# Americana Chinese International School

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## Microsoft 365 Policy and Guidelines

This policy is being enacted to ensure that our online learning and staff platform maintains organized professionalism, protects the intellectual rights of the school and provides a secured platform for our staff to collaborate on. ACIS employees are expected to uphold the following guidelines while using Microsoft 365 and all other related online programs and platforms.

### TEAMS

1. Please contact ACIS Admin or IT before creating any new school Microsoft TEAM.
2. All TEAMS should be titled with “ACIS” at the beginning. More than one school are using the online-system.
3. All TEAMS should be monitored for correct use by the TEACHER (Owners).
4. Any inappropriate use of the TEAM will result in an automatic closure of the TEAM until the teacher/ owners can be contacted.
5. TEAM homeroom and language classes are grade specific. Requests for entry as a member should be denied unless specified otherwise by ACIS Admin.
6. All academic – related content, as well as any content related to furthering ACIS vision and mission are considered to be the intellectual property of ACIS and may be used in the pursuit of ACIS’ vision and mission.

### Communication

1. All 365 communication should be appropriate and supportive of ACIS learning goals, vision and mission.
2. Users found to be misusing school communication channels will have their accounts locked until further review by ACIS Admin.