COLEGIO MENOR
QUITO
A NORD ANGLIA EDUCATION SCHOOL

Acceptable Use of Technology Policy

May 18th, 2022

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Purpose

Current electronic tools and communication are an essential part of 21st-century learning and instruction. The school understands the importance of safe and responsible use of digital tools and communication; as a result, the school has established the following policy and guidelines for technology use, software, hardware, network systems, by employees and students.

School employees are representatives of the institution and, as such, use digital devices and social media with consideration for the consequences of their public profiles and conduct, even when using media for personal purposes. School employees are expected to model digital citizenship in and outside their classrooms, and to demonstrate an appropriate use of technology in their classroom.

At Colegio Menor, all teaching and non-teaching staff use technological devices and the Internet to support teaching and learning as well as to align with the school's mission and vision. The IT department at Colegio Menor provides students, staff, faculty, and other authorized users with access to school division hardware, software, and network systems including Internet and Intranet access. The Technology and Innovation Coordinator encourages the adequate and proper use of digital resources to support teaching and learning.

Scope

This policy applies to all staff and students. It covers the acceptable use of technology such as hardware, software and network systems in and out of campus that may affect the school's reputation.

Acceptable Use of Technology for Staff

For the purposes of this policy:

- "Staff" or "employees" includes all full- or part-time employees of the school, independent contractors, and outsourced services.
- “Social media” includes, but is not limited to: personal websites, blogs, wikis, social network sites, online forums, virtual worlds, video-sharing websites, digital text communications, and any other communication or interactive media available through outside networks or sources (e.g., Instagram, YouTube, Snapchat, Web 2.0 tools, LinkedIn, Facebook, Twitter, and Flickr).

Use of School Equipment and Network

- The school will provide devices, online resources and access to technology previously authorized by the school director.
- Staff are responsible for responsibly using all the resources and equipment provided by the school, including IP addresses and ports, software and hardware. Staff and Colegio Menor will refrain from allowing unauthorized people to log in to the school network or devices.
- Staff will maintain their credentials private. A two factor authentication is mandated by NEA when using the school account outside school.
- All school computers provided to teachers and staff should have the NAE image (Golden Image) which will prevent them from installing software or hardware that could harm the school's network speed or quality. Employees should refrain from attempting to bypass these security measures to install their own software or hardware.

Posting to Social Media Sites

Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social media:

- Teachers and administrative staff will abstain from posting confidential information related to Colegio Menor community members.
- Employees will maintain a professional conduct in all Internet posts.
- Employees will make sure their posts have correct spelling and grammar.
- Employees shall not “friend” or “follow” current students or their parents on social media sites and keep strong privacy settings in their personal social networking sites, so

students can't access them. An exception to this policy would be if the teacher has a family relationship with a student, or if the relationship started outside of school.

- Employees who are also parents at the school may be "friends" on social media with the parents of their children's classmates.
- Employees will prohibit students' access to their social media websites where conversations about drugs, alcohol, sex, nudity, politics or other activities are linked to the employees' private lives that would be inappropriate to discuss with students.
- Employees will avoid profane, sexually explicit, or otherwise offensive language or images in any social media communication that has the potential to disrupt the school environment.
- No employee is allowed to use social networking sites for classroom communication without permission from the principal. If an employee is authorized to do so, the account has to be set up in a way that allows full access and transparency to the principal or other specific employees. Every communication needs to be professional and aligned to values and netiquette guidelines which include correct spelling and grammar (Nord Anglia, 2017).
- Social media posts must be done through school platforms and accounts by authorized personnel only. If any staff member wishes to post any school-related event, they have to have previous permission and guidance from the school's Marketing, Admissions, and Communications team, the principals and parents.
- Staff who have been authorized to post school-related content must comply and observe all existing laws and policies regarding trademarks, copyrighted materials, patents, and privacy laws from Nord Anglia Education and Ecuador's digital law. Staff should take into consideration child protection laws and remember the child's representative authorization is needed when publishing their photos.

Email Use and Communications

All employees at Colegio Menor are provided with a school email account. Staff are expected to use their email accounts only for professional matters and limit their personal use to a minimum. Colegio Menor "strictly prohibits personal use of our technology system which absorbs a large number of system resources and distracts employees from their duties" (Nord Anglia, 2017, pg. 4).

Employees must be aware that:

- Employees will not use Internet postings to harass, bully or threaten other members of the community.
- Employees are prohibited from using the school's computer equipment and electronic resources for sending, viewing, or downloading illegal or inappropriate written,

photographic, or video material from the Internet or individual sources. Doing so is a violation of this Acceptable Use of Technology Policy and may result in the loss of use privileges for any user.

- Staff should check their emails early in the morning and respond to them at the end of the day or during planning periods.
- Staff should reply to emails within 24 hours.
- Staff should use the bcc option when sending mass emails to parents.
- Email is the only official platform that should be used to correspond with parents, teaching and non-teaching staff.
- Teaching and non-teaching staff should keep their passwords and usernames private.
- Whenever a user ceases being a member of the school community or if such user is assigned a new position and/or responsibilities, the use of technology resources for which he or she is not authorized in his or her new position or circumstances shall cease.

Cell Phone Use

- Employees are not allowed to use their personal device to take pictures or videos of students.
- Employees will not share their personal phone numbers with students or parents.
- Employees should only communicate via a school approved instant messaging group during field trips or emergency events.
- Staff members will not use cell phones during duties, meetings, class time, or when working with students in the hallways except for emergency cases such as students at risk, peers needing support, etc.
- Teaching staff who are also parents must strictly follow the parent chat guidelines and maintain the confidentiality of the school's procedures.

Electronic Devices Usage in Class and Student Accounts

- All devices used from PG-5 are school property, and they should only be used for school related teaching and learning activities.
- Students in grades 6-8 who do not bring their own device would be lent one. These devices are school property, and they should only be used for school related teaching and learning activities.
- Removing or relocating school-owned technology resources requires prior authorization from the Director of Technology.

- The school will send a parent consent letter in which they will allow the school to provide their children with a school account.
- School devices should be used for planned technology integration activities that include the ISTE standards and the school's Technology Scope and Sequence.
- Teachers will monitor students' use of technology. This includes assigning each student a device and frequently reminding them about taking care of their device as well as of their personal credentials.
- Teachers will make sure all devices are plugged in, stored and locked at the end of the class period. Damaged or missing devices should be immediately reported to the Director of Technology.
- Staff will refrain from using school devices for personal matters. For example, shopping, personal social media, personal conversations, and interests, etc.
- Staff will follow the section procedures for tech device usage.
    - Early Childhood
        - School devices are assigned to specific teachers or other staff members for professional use. Assistant teachers are not assigned devices.
        - A certain number of devices are assigned to each class for student use. It is the class teacher's responsibility to care, store and charge those devices, as well as to report any damages or inconveniences that might happen. The report should be done to IT Service Desk.
        - If teachers need to book additional devices, they should reserve their assigned cart in the Outlook Calendar for their grade or get assistance from the area AP or the Technology and Innovation Coordinator.
    - Elementary School
        - School devices are assigned to all grade teachers and other staff members for professional use. Assistant teachers are not assigned devices.
        - A certain number of devices are assigned to each class for student use. It is the class teacher's responsibility to care, store and charge those devices, as well as to report any damages or inconveniences that might happen. The report should be done to IT Service Desk.
        - If teachers need to book additional devices, they should reserve their assigned cart in the Outlook Calendar for their grade or get assistance from the area AP or the Technology and Innovation Coordinator.
    - Middle School
        - School devices are assigned to all teachers for professional use.
        - Students in this section have a voluntary BYOD policy. If teachers need students to use devices during their class, they can ask students to lend one from the Tech Workshop.

- High School
  - Devices are assigned to all teachers for professional use.
  - Students in this section have a BYOD policy. If a student doesn't bring his/her own device and teachers need him/her to use a device during class, the students can lend one from the Tech Workshop.

Learning Management Systems Usage

Teachers will comply with the expectations of the school's prescribed LMS (Learning Management System) and platforms.

Teachers are expected to:

- Upload assignments.
- Upload important worksheets and activities to avoid making unnecessary copies.
- Use the platform to communicate with parents and students.

Acceptable Use of Technology Policy for Students (PG-12)

In this day in age, it is important to recognize that the concept of digital citizenship has to be understood as all the norms and behaviors that show an appropriate use of technology so that everyone can live in harmony in our society. The purpose of this policy is to provide norms and behaviors that support and guarantee the development of digital citizenship in all students at Colegio Menor.

Students at Colegio Menor are expected to:

- Conduct themselves online and through digital media in the same mutually respectful way that they do in other mediums and face-to-face.
- Be able to utilize a range of suitable communication technologies to operate effectively and appropriately in a global context.
- Ensure that they develop the skills to use technology effectively and more importantly develop the skills to learn new technology as it becomes available.
- Understand and show respect for the legal and ethical considerations of online digital activity and apply the same rules of behavior to the online activities that they do in their wider lives.
- Be able to find, evaluate, use, share and create digital content.
- Understand the potential health issues (physical and psychological) from prolonged usage of technology and acting appropriately to safeguard themselves and others.
- Understand the potential safety issues when operating online and acting appropriately to safeguard themselves and others.

Students will follow these rules when using the school's devices or their own devices, software, and networks. Any violation of this policy may result in parent notification and disciplinary procedures according to the school's Coexistent Code.

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Waiting to be approved by the Ministry.
Monica S. will provide the link to the approved PDF.

Colegio Menor has used the following three frameworks to develop its own and personalized Digital Citizenship program: International Society for Technology in Education (ISTE), Be Internet Awesome program by Google, Common Sense Media Digital Citizenship curriculum. Colegio Menor's Digital Citizenship main pillars are as follow:

Stay Safe, Strong and Alert

- ∉ I will keep my username and password to myself.

- I am assigned an individual username for specific educational platforms and am responsible for not sharing my password with anyone, and co-responsible for any misuse by third parties.

- I will not log into someone else's account without permission.
- If I come across something that makes me feel uncomfortable or worse, I will report it - be brave and talk to someone I trust who can help, including a teacher, the principal, or a parent.
- If exposed to something that is inappropriate or offensive, I will tell a teacher, counselor or school administrator.
- I will abstain from responding to any messages that are mean or inappropriate. I will report the issue with an adult.
- I understand that sharing personal information is unsafe when publishing online, especially in non-authorized educational platforms. I will not include my name, address, phone number or school.
- I will not post photos, videos or any other information from other students without permission from them AND of the teacher/principal.
- Use secure websites (make sure a website's URL starts with "https://" with a little green padlock to the left of it).
- If I fall for a scam online, I will tell my parents, teachers, or other trusted adult right away and change the passwords to my accounts immediately.

Be Respectful and Kind

- I will be respectful of other students and their work (this includes chats, emails, comments or any other form of digital written or oral communication).
- I will use appropriate language in any digital communication, as I will in the physical world. I understand that the language I use for any digital communication cannot include vulgarity, profanity or any other inappropriate language.
- I will not send messages that contain hateful, harassing, discriminatory or derogatory content about other students, teachers or administrators.
- I will not pretend to be someone else or create accounts, send emails, post messages or share any other activity or materials in someone else's name.
- I will not open or make changes to another person's work without permission.
- I will not attempt to delete or modify any applications or settings on school devices.
- I will comply with copyright laws, follow the citation guidelines, and give credit when using other's work.
- I will not download materials (music, movies, programs, etc.) while on school premises, especially if those downloads are illegal or protected by copyright.
- I will report any type of harassment. I will tell a parent, teacher or school counselor.

Be Responsible

- **ECH, Elementary and Middle School Only** - I will keep my personal mobile devices (iPods, cell phones, iPads, tablets, smartwatches, laptops, or any other mobile device) at home or inside my backpack or locker from 7h45 to 16h30. I understand that cell phones must be turned off during the instructional school day except when used for a valid instructional or school-related purpose as determined by the teacher. I will not take photographs or videos at school and I will use headphones only if I am listening to music or videos and have been authorized by the teacher to do so. I understand that I am responsible for the safety and security of my phone. I will not use a school device in any way that is deemed unacceptable, even if I am using it away from school and am not connected to the school network (Nord Anglia, 2019).
- **HS** - I will bring and use required mobile devices for academic purposes only, and follow the BYOD schedule and policy.
- **MS** - I will turn off my cell phone and keep it out of sight from 7h45 to 16h30, except when used for a valid instructional or school-related purpose as determined and supervised by the teacher.
- I understand that my passwords are private. Therefore, I will not share them with anyone without permission or allow others to use my account name or password. I understand that it is important to log off at the end of every session so another user cannot use my password.
- I understand that the use of the school network for illegal or commercial activities is prohibited.
- I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material.
- I will not attempt to bypass security settings or internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
- I will treat all computer equipment respectfully and appropriately. I understand that if I mishandle, damage, or destroy Colegio Menor's property I may be responsible for paying for the damage, regardless of whether the damage was accidental or not.
- I will always close all applications, logout from my account, place the device on the right slot, and plug it in carefully.
- I will be responsible for not uploading any picture or video that might negatively impact the reputation of the school and its community members.
- I will remember that everything I read online may not be true.

Be Smart

- I will try to have a positive presence online just like in real life.

- I will think before I post. I will abstain from posting or reacting to somebody's post, photo, or comment that is not true. I will try to maintain a positively and respectfully tone when responding or reacting to other's posts, photos, or comments.
- I understand that different people can see the same information and draw different conclusions from it.
- I will respect other people's privacy choices, even if they are not the choices I would make myself.

Compliance with this Policy

Staff

The school reserves the right to conduct and investigate any reports of misconduct or violations. Failure to comply with this policy will result in consequences according to school policy and Ecuadorian law.

Students

Failure to comply with this policy may result in disciplinary procedures stated in school policy and Ecuadorian law.

References:

Reference: Chapel Hill-Carrboro City Schools. (2014). Employee Use of Social Media. Chapel Hill, NC: Author

Nord Anglia Social Media Policy. (2017). Simple Guidance and Policy on the use of social network sites and electronic communication. www.nordangliaeducation.com

Digital Citizenship policy developed by UWC Thailand

“Be Internet Awesome” Program. (2019). https://beinternetawesome.withgoogle.com/en_us