COLEGIO MENOR SAMBORONDÓN

A NORD ANGLIA EDUCATION SCHOOL

Acceptable Use of Technology Policy

December 2nd, 2020

COLEGIO MENOR SAMBORONDÓN
A NORD ANGLIA EDUCATION SCHOOL

Table of Contents

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 Campus Samborondón, 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 Campus Samborondón provides students, staff, faculty, and other authorized users with access to school division hardware, software, and network systems including Internet and Intranet access. Technology instructional facilitators encourage 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 for academic purposes only: devices, online resources and access to technology previously authorized by the school Head of School and Principals.

- 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 Campus Samborondón will refrain from allowing unauthorized people to log in to the school network or device.

- Staff will maintain their credentials private and keep all access to the school's network blocked while being outside school.

- Staff will never install software of hardware that could harm the school's network speed and quality.

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 Campus Samborondón community members.

- Employees will maintain 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 professionally aligned to values and netiquette guidelines which include correct spelling and grammar (Nord Anglia, 2017).

- Social media posts must be posted through school platforms and accounts, should not include pictures of students or school events. 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, 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.

Email Use and Communications

All employees at Colegio Menor Campus Samborondón are provided with a school email account. Staff are expected to use their email accounts only for professional manners and limit their personal use to a minimum and "strictly prohibit 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:

- 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, online shopping or video material from the Internet or individual sources. Doing so is a violation of this Acceptable Use Policy and may result in the loss of use privileges for any user.
- Academic Staff should respond to emails 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, unless the content is used for purely business and informational purposes.
- 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-8 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.
- Teachers will monitor students' use of technology. This includes assigning each student a device and frequently reminding them about taking care of their device.
- Teachers will make sure all devices are plugged in and locked at the end of the class period.
- Staff will refrain from using school devices for personal issues. For example shopping, personal social media, personal conversations, and interests.
- Staff will follow the section procedures for tech device usage.
  - Early Childhood
    - Devices are assigned to specific teachers or other staff members.
    - If teachers need to reserve additional devices to those previously assigned, they must coordinate with the section assistant.
    - If teachers need to borrow a device, to take it home, to prepare academic material for their classes, they will book it with the area assistant following the established protocol.

  - Elementary School
    - If teachers need to book devices, they should reserve their assigned cart in the Google Calendar for their grade or get assistance from the school assistant.

- ■ If teachers need students to bring their own devices to work on a specific activity, they should send an email home specifying the dates, learning objectives and reasons why students need to bring their device. Bringing a device is recommended, but not mandatory.
- ■ If teachers need to borrow a device, to take it home, to prepare academic material for their classes, they will book it with the area assistant following the established protocol.

- ○ Middle School
  - ■ Devices are assigned to specific grades and teachers
  - ■ If teachers need to book devices, they should reserve their assigned cart in the Google Calendar for their grade or get assistance from the area tech or school assistant.
  - ■ If teachers need students to bring their own devices to work on a specific activity, they should send an email home specifying the dates, learning objectives and reasons why students need to bring their device. Bringing a device is recommended, but not mandatory. Only for grades 7th and 8th is mandatory.
  - ■ If teachers need to borrow a device, to take it home, to prepare academic material for their classes, they will book it with the area assistant following the established protocol.

- ○ High School
  - ■ Devices are assigned to specific teachers
  - ■ If teachers need to book devices for students' use during class time, they must reserve the assigned resources in its corresponding Google Calendar or get assistance from the area tech or school assistant.
  - ■ If teachers need to borrow a device, to take it home, to prepare academic material for their classes, they will book it with the area assistant following the established protocol.

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 and homework

- 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 Campus Samborondón.

Colegio Menor Campus Samborondón has adopted the following nine elements of digital citizenship from the International Society for Technology in Education (ISTE) as well as the Be Internet Awesome program by Google and the Common Sense Media Digital Citizenship curriculum.

The Nine Elements of Digital Citizenship

1. Digital Access: full electronic participation in society.
2. Digital Commerce: electronic buying and selling of goods.
3. Digital Communication: electronic exchange of information.
4. Digital Literacy: process of teaching and learning about technology and the use of technology.
5. Digital Etiquette: electronic standards of conduct or procedure.
6. Digital Law: electronic responsibility for actions and deeds
7. Digital Rights & Responsibilities: those freedoms extended to everyone in a digital world.
8. Digital Health & Wellness: physical and psychological well-being in a digital technology world.
9. Digital Security (self-protection): electronic precautions to guarantee safety.

Be Internet Awesome program by Google

Common Sense Media Digital Citizenship Curriculum

Students at Colegio Menor Campus Samborondón 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 their 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 honor code.

Stay Safe, Strong and Alert

- I will keep my username and password to myself.
  - I am assigned an individual username 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 understand that sharing personal information is unsafe when publishing schoolwork online. 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 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 my 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. 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, Middle and High 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, during class time, recess or any academic activity. 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. 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.]
- **HS** - 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 Campus Samborondón property I may be responsible for paying for the damage, regardless of whether the damage was accidental or not.
- I will comply with copyright laws, follow the citation guidelines, and give credit to others when using other's work.
- 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 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.

Virtual School Acceptable Use of Technology

Colegio Menor Campus Samborondón expects high standards of behavior and engagement from all our students. Students must observe the basic requirements for the safe, efficient and congenial running of the virtual school. This includes general behaviour, personal appearance, regular attendance, observance of boundaries and respect and co-operation with staff (Nord Anglia Education, 2019).

- Bullying or discrimination of any form will not be tolerated and will be addressed through the school's behaviour policy.
- School dress: Students should join lessons properly dressed and ready to learn.
- Punctuality: All virtual lessons will be appropriately timetabled and all students made aware of this timetable. It is the students and their parent's responsibility to ensure that they join these lessons on time and ready to learn.
- Sickness and other absences: Sickness should be reported to the school at the earliest stage possible and ideally on day one of any absence. Reporting of illness should be through parents to the school.
- As with the physical environment of school buildings, the NAE virtual school will monitor all student attendance.
- Where a student does not join a lesson as expected this will require follow up. The guardian will make contact with the school and a reason for the absence will be identified. In the case of consistent patterns of absence, the school will make contact with the guardians.
- All forms of student misbehaviour will be dealt with according to the school's behaviour policy.
- It is recognized that repeated or extreme behaviours can be a symptom of a student experiencing emotional difficulties and where this is the case every effort will be made to support the student and their family.

Stay Safe, Strong and Alert

- I will set specific times to use my device for distance learning and schoolwork.
- I will not create accounts or share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- I will follow my family's technology plan.
- I understand I cannot use Microsoft Teams, Zoom, Google Meet to chat directly with internal or external users.

- I understand I cannot initiate or receive direct voice/video call from internal or external users.
- I understand I cannot route inbound calls to call groups
- I understand I cannot delegate inbound and outbound calls
- I will keep my username and password to myself.
    - I am assigned an individual username 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.
- 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 understand that sharing personal information is unsafe when publishing schoolwork online. I will not include my name, address, phone number or school.
- I will not post photos, videos or any other information from other students or community members without permission of the teacher/principal.
- Before I click on a link or enter my password on a site I haven't been to before, I will check that the site's URL matches the product's or company's name and information I am looking for
- Use secure websites (make sure a website's URL starts with "https://" with a little green padlock to the left of it.)

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. I understand that the language I use for any digital communication cannot include vulgarity, profanity or any other inappropriate language.
- When possible, I will turn on my camera while using Microsoft Teams or Zoom.
  We ask sts to turn their cameras on the whole class/Zoom

- I understand that I will need to raise my hand when I want/need to participate in a live session and wait for my teacher's approval to unmute the microphone.
- I understand that I can only use the chat to ask questions or make comments that relate to the learning activities or lectures.
- I understand that in order to change/alter backgrounds, use emojis, GIFs or any other feature in Teams/Zoom I need to ask for teacher approval.
- I will be present in all my live sessions. I will close all unnecessary tabs, applications or programs throughout the school day.
- 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

- Take care of my device by:
  - not dropping or tossing it.
  - putting it down on a clean, flat surface.
  - not eating or drinking when I use it.
- Have a schedule for distance learning so I can avoid multitasking while I'm focusing on schoolwork.
- Do my best to complete my distance learning schoolwork and assignments.
- I will contact the IT department (Helpdesk) if I encounter problems or issues with my device or any other digital equipment or platform.

- 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 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).

- 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.
- I will treat all computer equipment respectfully and appropriately. I understand that if I mishandle, damage, or destroy Colegio Menor Campus Samborondón property I may be responsible for paying for the damage, regardless of whether the damage was accidental or not.
- I will comply with copyright laws, follow the citation guidelines, and give credit to others when using other's work.

- 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 communicate with my teacher if I'm confused about or need help with anything, if I'm having trouble managing my workload, or if I can't access something I need for class.
- 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 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.

As the parent or guardian, I have read the Colegio Menor Campus Samborondón Acceptable Use Policies stated above and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Colegio Menor Campus Samborondón and that students' use for any other purpose is inappropriate. I recognize it is impossible for Colegio Menor Campus Samborondón to restrict access to inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities on school devices at home should be supervised as firewall restrictions can only be applied whilst on our school network. I understand that the school can use a specific software to monitor my child's use of technology. I hereby give permission for my child to use technology resources at Colegio Menor Campus Samborondón. A copy of the policies will be emailed to you upon the completion of this form.

Parent First Name   **Parent Last Name**

Parent Email Address   **Parent Signature**

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