

ISR POLICIES

7. Technology Department

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i. History of Amendments

Version	Amendments	Section

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I. Purpose

San Roberto International School relies on information technology resources to achieve educational goals. The school provides staff, students, parents, independent contractors, vendors, and others with well-trained technology staff, as well as access to computer hardware, software, networks, telephone systems, communication hardware and software, as well as other aspects of technology when needed.

II. Scope

To protect the school against misuse, acceptable use policies and guidelines have been established for computer, information, and communication systems security and usage. Understanding and complying with these acceptable use policies and guidelines is mandatory for all users, regardless of whether users are employees, students, parents, consultants, or authorized visitors.

III. Reference Documents

For detailed technology related Acceptance Use Policies (AUP) information see:

- [Appendix F.1 ISR Information Technology Acceptable Use Policy for Staff](#)
- [Appendix F.2 ISR Technology Acceptable Use Policy for Students 1st – 3rd Grade](#)
- [Appendix F.3 ISR Technology Acceptable Use Policy for Students 4th – 9th Grade](#)
- [Appendix F.4 ISR Social Media Acceptable Use Policy for Parents](#)
- [Appendix F.5 ISR Technology Equipment Terms of Use and Acceptance Form v2020](#)

IV. General Guidelines

7. TECHNOLOGY DEPARTMENT

7.1 Technology Department

The ISR Technology Department has the leadership role in exploring new technologies and their potential application at ISR. It is also responsible for determining the Educational Technology standards that will be taught throughout the grade levels in order to meet the school's Mission and Vision.

- San Roberto International school will have to be aligned to the NAE group school information system as well as other platforms for school administration.
- IT Director and General Director will authorize any other platforms to be used by teachers and students aligning with the NAE policies in support of the student learning process.
- IT Director and General Director are responsible to provide state of the art facilities and equipment to be as a school at the forefront of technology integration

School Technology

The Technology Department is responsible for the "Five Year Technology Plan" updating and evaluating it to be able to adapt with the new emerging technologies that will help keep the ongoing use of technology and achieve our academic Mission and Vision.

The General Director and NAE Regional office need to review and authorize the plan based on strategic plans and budget allocation procedures.

[ISR Technology Plan 2016-2021 for detailed information.](#)

7.2 Technology Devices and Use Guidelines for Staff

All contents of ISR's IT resources and communications systems are the property of the school. Therefore, staff should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, electronic conversation, message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the school's electronic information and communications systems.

Staff accounts on the ISR's Technology Systems are issued to individuals to assist them in the performance of their jobs, and remain the property of San Roberto International School.

Users of these accounts are permitted access to the ISR Technology Systems solely for the purpose of conducting school business and performing customary job responsibilities.

Computer Equipment

The ISR Technical Support department will be the only one authorized to remove, relocate, and repair computer equipment.

The Technology Department will assign to each staff member the correct technological equipment that will help them carry out, in the best way possible, their responsibilities. The employee will sign the form "ISR Technology Equipment Terms of Use and Acceptance Form" (see Appendix F.5 for detailed information) in which he/she agrees to be responsible for the good use and care of the equipment.

ISR may apply audits at any time, to assure the integrity of the assigned equipment.

7.3 Information Systems Guidelines

San Roberto International School relies on information and information technology resources to achieve its education and business goals.

ISR provides employees, consultants, vendors, and others with access to computer hardware, software, computer networks, telephone systems, communication software and other aspects of technology (collectively, "Technology Systems").

To prevent misuse of the Technology Systems, ISR has implemented the Information Technology Acceptable Use Policy; this policy contains the guidelines for access to and use of Technology Systems. Understanding and complying with this policy is mandatory for all Users.

See Appendix F1: ISR Information Technology Acceptable Use Policy for Staff for detailed information.

ISR Information Systems

Here is a list of the main schools systems that **help provide the best school service.**

School System	Department
<ul style="list-style-type: none"> SIS: iSAMS 	Academic Systems

<ul style="list-style-type: none"> • SeeSaw, IXL, BrainPOP, RAZ-Plus, Book Creator, Boom Learning • MAP, Achieve300, Alpine • NAU, Global Campus • Skolable Traffic System, Sine Pro 	
<ul style="list-style-type: none"> • School Email, Google Drives • Apple iOS, MS Windows & Microsoft, Sophos, Cisco, Meraki 	Technical Support Systems
<ul style="list-style-type: none"> • ISR Portal, iSAMS Parent Portal & App, Zoho 	Communications & Marketing
<ul style="list-style-type: none"> • Nemax, Navision, SBT 	Finances
<ul style="list-style-type: none"> • Success Factors, APSI, RIBO 	Human Resources

7.4 Communication Equipment Guidelines

Telephones

For phone calls to local, long distance, 01 800 numbers and cell phones:

- The use of school telephones shall be brief and for work-related reasons.
- Personal mobiles must be used for personal phone calls. Only under extraordinary circumstances can school resources be used for personal purposes.
- Access to long distance and cell phones privileges require authorization from the school MD and configuration to the employees extension.

Voicemail

- Voicemail Setup. Once a new employee has attended orientation, if an employee is assigned with a desk telephone, he/she should record an internal and external voicemail greeting in accordance with the guidelines presented in training.
- Voicemail Precaution. Users should be cautious when conveying Confidential Information in voicemail messages to others. Users should not play voicemail over speakerphones where other employees might overhear Confidential Information.

Smart Phones

- While at work, employees are expected to exercise the same discretion in using personal cellular phones, and other handheld electronic devices as are expected for school equipment.

- Excessive use of these handheld devices during the workday can interfere with employee productivity and be distracting to others.
- Teachers and personnel must place personal phones on silent mode while on duty.
- Employees are asked to ensure that friends and family members are aware of the school's policy. Flexibility will be provided in circumstances demanding immediate attention.
- The school will not be liable for the loss of handheld devices brought into the workplace.

Internal Communication Equipment (two-way radios)

- Two-way radios are used for communication and personnel location within each campus.
- The use of these devices for personal messages is restricted.
- It is prohibited to use obscene or foul language in the messages.
- The Technical Support Manager is responsible for the school's two-way radios used by the maintenance staff.
- The Campus Director is responsible for the two-way radios used by the academic staff.
- Each area staff (maintenance and academic) will use a different frequency in order to avoid interference and have clear communication.

V. Appendices

See Section III. Reference documents of this policy.