

At ISR we believe the proper use of technology is as vital to the learning process as the use of exercise books, textbooks and reference material. The primary purpose of technology resources at ISR is to enhance learning and teaching. The guidelines below are meant to help students, teachers, and parents understand the appropriate use of technology and resources for this purpose.

We understand that problems and faults do arise and this can be frustrating, but we know from experience that many of those situations can be avoided if each device user abides by the policies expressed in this document.

With this premise firmly in mind, all our lower elementary students must commit to following guidelines:

- Take proper care of the equipment provided by ISR (iPad and headphones).
- Although the iPad is a mobile device, students will use it sitting in their designated place.
- Students will not be allowed to bring their personal iPad and will not take home the school's iPad.
- Students should understand that they share the iPad with other students. Therefore, students are not allowed to personalize or modify the iPad in any way other than its original configuration and layout. This includes but is not limited to: changing the layout of the iPad, the language settings, keyboards, wallpaper and sounds.
- Students should understand that every person has privacy rights so they must ask for permission before they use names, videos or photos of other people.
- Students must be careful no to edit or delete any content that is not their own.
- Students must not apply any permanent marks, decorations, or modifications to any ISR owned device.
- Students must not clear or disable browsing history or set password protection on any ISR owned device.
- Students must report to their teacher any change or damage to the iPad to ensure that it works properly all the time.
- Students must follow teacher instructions at all times and will not use any other App that is not related to the activity they are working on.

#### DIGITAL CITIZENSHIP

ISR has implemented a school wide campaign to promote the proper, safe and healthy use of technology inside and outside our school.

This program is called ISR Digital Nation, and certifies that students, teachers, staff and parents understand and commit to be responsible users of technology. Everyone in our community is expected to become a role model of digital environment etiquette; therefore, when students use any kind of technology resources such as email, Internet, computers, cellphones, digital cameras, iPods, iPads or any other electronic device they agree to the following statements:

- Students will not deliberately use any electronic device for any illegal purposes or to personally attack, annoy, harass or bully others. Such activities will be handled according to the discipline school policies.

- Students will be safe, responsible and ethical digital citizens whenever and wherever they use any electronic device.
- Students will be respectful in how they communicate with others and never write or participate in cyber-bullying.
- Students will protect their own privacy rights and those of other students by not giving out personal details including home address, telephone number, parents' work address/telephone number, or the name and location of the school.
- Students will talk to a teacher, school counselor, principal or parents if they feel uncomfortable or unsafe online, or see others participating in unsafe, inappropriate or hurtful online behavior.
- Students must comply with Social Networks policies and don't lie about their age or any other information. According to COPPA (Children's Online Privacy Protection Act) established in 1998, no child under the age 13 can have a personal account on any social media sites. These sites include, but are not limited to: Facebook, Instagram, Twitter, Snapchat, etc. Parents are exclusively responsible for their children who violate this law. ISR may assist families and students in resolving issues of cyber-bullying, or other irresponsible acts, between students who are using these sites illegally.
- Students must be aware that the content they upload or post on websites and online communities is their personal digital footprint.
- Students will use the Internet for educational purposes in school and use the equipment properly.
- Students must comply with copyright and intellectual property laws when using content on websites.
- Students may use cellphones only after school hours or if a teacher allows it.
- Students will seek appropriate (written) permission from individuals involved before taking or publishing photos, sounds or videos about them and never use this material as a tool for bullying.
- Students will talk to parents to set up expectations for going online at home, and decide upon the schedule and the amount of time students may be online.

## CONSEQUENCES OF INAPPROPRIATE USE OF ANY TECHNOLOGY TOOLS

The use of technology at ISR is a privilege and not a right. Students are expected to use all devices in accordance with this Technology Acceptable Use Policy. Failure to use any electronic device in an appropriate manner will result in the following consequences, as determined by the administration and staff of San Roberto International School.

- Individual disqualification from iPad use during the school day.
- Cancellation of Internet access privileges.
- Financially, if purposely damaging devices or school property.
- Suspension from school.

We assume that the majority of the students will behave in a responsible manner and that such behavior will maximize the benefit to be derived from the use of Technology as part of the learning experience.

Please print this page, sign below and hand it to your homeroom teacher.

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**STUDENT AGREEMENT**

We have carefully read the ISR Technology Acceptable Use Policy for Students and understand the significance of the conditions. We agree to comply with it and understand that any break of these conditions may result in disciplinary action determined by the principal in accordance to this policy and the ISR Discipline Handbook Policies.

Student Name / Signature

\_\_\_\_\_ Group \_\_\_\_\_ List # \_\_\_\_\_

**PARENTS AGREEMENT**

I have both read and discussed the computer and Internet agreement of ISR with my child and I fully understand that both the computers and access to the Internet are only to be used for 'Educational Purposes'.

I agree with the conditions relating to the use of computers and the Internet by students at ISR. I agree to support the school with enforcing any consequences related to the misuse of computers and the Internet.

Parent Name / Signature

\_\_\_\_\_ Date \_\_\_\_\_