

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.

With this premise firmly in mind, we believe all our students have the responsibility to ensure that their device, either a MacBook or an iPad, is always available and always in working conditions. 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 owner abides by the policies expressed in this document.

This is the ISR Technology Acceptable Use Policy for Students in grades 4th to 9th. We would ask both parents and students, to read this document carefully and that every user abides by the advice, the restrictions, the requirements and the sanctions expressed here.

GENERAL USE AND CARE OF YOUR DEVICES

- The school requires that all devices have an acceptable level of functionality. If, in the opinion of the school, a student device has been adversely affected as a result of personalization, by the loading of inappropriate material, the corresponding school authority will request an optimization of the equipment.
- Keep your login information private. Use by anyone other than yourself creates a security risk to your apps, your files and the network. The owner of the device will be held responsible for any action performed with it.
- For the students that stay for extracurricular activities, their devices and backpacks may be placed in the lockers supplied by the ISR. The students should bring their own lock in order to secure the locker. Locks must be taken home everyday after extracurricular activities.
- All devices are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the any device must be turned off at all times except when being used as part of the class. Use of personal headphones is only allowed with express permission of the classroom teacher.
- Devices are not to be used to take pictures or video without the consent of all persons being photographed or recorded. Cameras are to be turned off at all times except when being used as part of a class.
- During the school day, students must have the device with them or stored in the classroom pocket chart or locker.

- Devices must never be left unattended. Devices should not be left in classrooms or any other place within the school.
- Unattended devices will be picked up by faculty or guards, and sent to the any Principal's office.
- It is the responsibility of the student to charge their device for the next day, in order to be ready for schoolwork.
- When transporting devices between classes or to and from school, it should always be placed in the proper carrying case or schoolbag.
- Remove any small, loose items from carrying case or schoolbag (such as paper clips, staples or coins) that could accidentally get inside the device through an opening and damage it. Students should not pack food or drinks in the same carrying case or schoolbag.
- It is recommended that students don't use their device on the car or other form of transportation. Electronic devices such as MacBooks should be used on a flat, stable surface.
- MacBooks and iPads should be protected from extreme heat or cold. They should never be left in a vehicle even if it is locked.
- MacBooks and iPads should be protected from food, liquids, and pets. Eating or drinking near your device is strictly forbidden. They should not be used in the school cafeteria during mealtimes.
- The display is the most sensitive part of your device. It may be broken or cracked by heavy objects being placed or stacked on top of the MacBook or iPad. This includes books, musical instruments, sports equipment, etc.
- MacBooks and iPads should only be cleaned with a soft dry cloth or compressed air. Never use sprays of any kind.
- The student has total responsibility of the use and care of power adapter, headphones, mouse, carrying cases, and any other accessories.

EMAIL

To encourage the use of 21st Century Learning Skills and increase communication and collaboration among students and teachers, ISR uses Google Apps for Education, which is an online suite of applications designed for schools and includes:

- Mail - An email account for school use managed by Windermere Preparatory School
- Calendar - A calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - Word processing, spreadsheet, drawing, and presentation tools.
- Sites – A website creation tool, students can create, edit and share files and websites for school related projects.

ISR provides every student from 4th to 9th grade with their own Google based account to allow email and storage of their documents online. All stored work will be accessible from home, school and

anywhere there is an Internet connection. These accounts will be used by students for school related projects to safely keep online communication and collaboration with teachers and peers.

An initial password will be assigned to all accounts but every student must create a unique secret password when they log in for the first time. All users must protect their login and password information. If students suspect that a password has been compromised, they must notify their teacher immediately.

Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them. Students are also prohibited from using the Google Chat/Hangouts features. ISR reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred.

Students are responsible for their behavior and communications in online environments, such as GAFE. It is presumed that users will comply with school standards and will honor the agreements they have signed in this Policy. System administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored in the online learning environment will be private.

GAMES

- The installation of games compromises the use of the Macbook or iPad as a learning resource. Any game installed in the student's Macbook or iPad with no educational purposes, should be monitored by parents.
- Students are not permitted to play games across the school network, unless is allowed with express permission of the classroom teacher for academic purposes.

CHATTING PROGRAMS

- The use of chat applications is forbidden unless allowed with express permission of the classroom teacher for academic purposes.

POWER ISSUES

- Students are responsible for charging their device at home every night. This will be checked periodically by homeroom teachers and in case of not meeting this requirement, the student will be warned and later on it will be taken into account when assessing Personal Habits. Students are urged to label their power cords and brick. Particular care should be taken in the storage of these items. Wires wrapped too tightly can cause kinks and will result in a failed power brick. Please note that spare power cords and power bricks are NOT available for loan from school.

PERSONALIZATION & SOFTWARE INSTALLATION

- The School strongly recommends that students refrain from excessive, unnecessary personalization and software installation. The addition of such material interferes with the efficient operation of the device and is therefore affecting the efficacy of the use of the device as an educational resource. In the event that a student device is found to be adversely affected by personalization and software installation, the school will request an optimization of the equipment.
- The School will request, as needed, the installation of educational software onto the student's

device in order to allow the student to take standardized tests on the computer.

SCHOOL NETWORK

- In order for each student to access the school-owned network, which allows them the privilege of accessing Internet, IT Department will collect every school year each device's unique Wi-Fi Address.
- The school network is regularly upgraded to accommodate the increase of student usage. However, it cannot support the constant uploading/downloading of such things as games, pictures, audio files, movies, etc. that are not school-related.
- The IT Department will monitor network traffic and usage on a regular basis in order to ensure proper usage throughout the year.
- For security, technical and administrative reasons students are not permitted to setup or utilize any form of personal Wi-Fi network, meaning mobile broadband, tethering or hot spot sharing to access the internet or to let other people access the internet through a personal device within campus.

INTERNET

- At ISR, students have the privilege of Internet access upon demand. Students are not permitted to use the Internet for any illegal activity. The school has in place a very sophisticated filter, which denies access to most undesirable and inappropriate sites on the Internet. This filter is updated on a daily basis, and while this provides a measure of reassurance, it must be understood that the filter does not always block everything. Therefore, we suggest that parents periodically examine their child's device content. It is recommended to also monitor Internet use at home.

APPLE ID

- We strongly suggest students under 13 years old use an Apple ID that is under the supervision of their parents using the Family Sharing option.
- Parents are responsible for the software downloaded using the student's Apple ID.

HACKING

- Any type of hacking, defined as any attempt to gain access to folders, databases, Apple ID's or other materials on the network or any other electronic device to which one is not entitled, is considered to be an extremely serious offense.

ADULT CONTENT

- Students are forbidden to store, access or watch adult content, obscene, or vulgar images, sounds, music, language or materials, including screen savers, apps, backgrounds, and/or pictures on their devices. In such cases, parents will be contacted and asked to meet with the Principal to discuss appropriate actions.

THEFT

- Stealing is a very serious offense. MacBooks and iPads or any accessories are vulnerable. We

strongly recommend that students label their devices and accessories (power cords, cases, headphones, etc.) so they can identify them easily. The ISR will not be responsible for any Macbook, iPad or any accessories stolen or damaged, if any of those items were left in an unsecured locker, classroom, or any other ISR property.

- The “Find my Mac” and “Find my iPad” options must be always ON, while the device is in the school’s premises.

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 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 their 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 or Laptop use during the school day.
- Cancellation of Internet access privileges.
- Financially, if purposely damaging other students devices or school property.

We assume that the majority of the student 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.

The following is a summary of the ISR Technology Acceptable Use Policy for Students in grades 4th to 9th. Please print this page, sign below and hand it to your homeroom teacher.

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.

- Charge your battery every night and label your power cord and any other accessories you may
- Keep your passwords secret.
- Do not use your username and password on someone else’s device or vice versa.
- You should refrain from the installation of games on your device since this will adversely affect its performance. Should you elect to install game playing software, you may not play games in school or on the school Internet connection.
- Excessive ‘personalization’ will adversely affect the performance of your machine; you are strongly advised to keep ‘personalization’ to a minimum or refrain from it completely.
- Store your device in its case and/or locker when you are not using it.
- You may not bring inappropriate screensavers, background themes, or pictures to school.
- Copyright laws must be followed at all times.
- Hacking is a very serious offence.
- Inappropriate electronic device use will be handled according to the discipline school policies that may result in:
 - Individual disqualification from iPad or Laptop use during the school day.
 - Cancellation of Internet access privileges.
 - Financially, if purposely damaging other students devices or school property.
 - Suspension from school.

Student Name / Signature

_____ Group _____ List # _____

Parent Name / Signature

_____ Date _____