

Responsible Use Policy

The use of school devices and access to internet is a privilege and students must follow the Responsible Use Policies. These policies apply to all devices (laptops, smartphones, tablets and desktops) owned by the school or by students.

I. Technology Maintenance

A. Students

- Students must not use personal devices in school. The school is not responsible for damage or loss
- Teachers will assign a device to each student and each user is responsible for the appropriate and responsible use of the device

B. Damage

- Physical damage to a device causes financial responsibility

C. Internal Maintenance

- Safeguard technology
- Charge device completely at the end of each day
- Label devices
- Install all required software
- Update software after each content unit

II. Digital Citizenship

A. Internet Safety

- Access websites allowed only by teachers
- Do not reveal personal information online

B. Privacy and Security

- Access to other people's accounts in any form is not allowed

- Students' emails and other forms of electronic communication may be monitored at any time by designated staff to ensure appropriate use
- All technology devices may only be utilized inside the classroom and under teacher supervision
- Taking photographs or videos of school personnel, students and upload them onto the internet is not permitted

C. Relationships and Communication

1. Internet

- Internet use is only for educational purposes. Access to facebook, twitter, instagram, or any other social network is prohibited
- Respect data saved on each device to avoid erasing or altering projects' belonging to other students
- Students may not send or read personal emails in school

2. Cyber-Bullying

- Any derogatory, obscene or inappropriate comment in an email, instant messages or web post is prohibited and will be considered cyber-bullying. This action will have consequences.

D. Creative Credit and Copyright

- All internet content including images, videos, and articles must be properly cited

III. The following activities are allowed only by teacher permission and responsible use:

- Listen to music
- Watch videos
- Play games with educational purposes
- Download images or videos

IV. Inappropriate Use:

- A. Use school internet on your own device
- B. Online gaming
- C. Download videos, images, software or music.
- D. Access inappropriate content (e.g. pornographic material, vulgarity, gambling, hate speech, etc), share, save or display on devices

V. Consequences

A. Depending on the situation and the severity, some consequences that may be imposed are:

- Reflection
- Suspension or restricted use of school devices
- In school and out of school suspension
- No internet access

B. In case of repeated faults to the Responsible Use Policy, access to internet and school devices will be canceled for an indefinite period of time.