Acceptable Use of Technology Policy

Rationale

This policy is based on the fact that the school's information technology resources, including email and Internet access, are provided for professional/educational purposes.   Mallorca International School reserves the right to monitor the use of all technology on campus, including but not limited to computers, mobile devices, networking equipment, and school wi-fi connections. All users should be mindful that Internet usage on the school's premises may be monitored. Access to the school network, Google Drive, and the Internet is a privilege that is tied to responsibilities. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

Aims

- To ensure all students are aware of expectations of how to use technology responsibily throughout all areas of school life.
- To ensure all parents are aware of expectations of how to use technology responsibily throughout all areas of school life.
- To ensure all staff members are aware of expectations of how to use technology responsibily throughout all areas of school life.

Procedures

All students must respect and protect the privacy of others.
- Use only assigned accounts. Accessing other people's accounts, in any form, is not allowed.
- Do not view, use, or copy passwords, data, or networks to which they are not authorised.
- Do not distribute private information about others or themselves.

All students must respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Do not destroy or damage data, networks, or other resources that do not belong to them.
- Do not download any media to the Mallorca International School network, Google Suite or school devices except where it has been approved and authorised by a teacher.
- Do not download any software to the Mallorca International School network, Google Suite or school devices except where it has been approved and authorised by the network administrator or designate.

All students must respect and protect the intellectual property of others.
- Do not infringe copyrights (no making, distributing, or downloading illegal copies of music, games, or movies).
- Do not plagiarise.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.

All students must respect and practice the principles of community.
- Communicate only in ways that are kind and respectful. Any online communication should be something you could comfortably say in person: this includes emails, instant messages, digital images/videos, or web postings.
- Report threatening or discomforting materials to a teacher.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Derogatory, obscene, or otherwise inappropriate e-mail exchanges, instant messages, digital images, or web postings are considered cyber-bullying and are prohibited.
- Any form of cyber-bullying will be dealt with swiftly and may carry severe consequences.
- Students should appreciate that the posting of images or videos of others, without their permission, may lead to unforeseen consequences. In no instance should photos, audio, or videos of Mallorca International School student or staff members be posted online without their permission. A list of students whose parents have expressly not given permission for images of their sons/daughters to be used either for 'internal' or 'external' use.

All students must use social media responsibly.
- Mallorca International School students are expected to use the Internet responsibly and productively for educational use. Personal Internet browsing, including social media use, on any device during instructional time, is not permitted when unrelated to school business or professional development.
- Students are forbidden from using social networks to post or display comments about co-workers, classmates, supervisors or Mallorca International School that are vulgar, obscene, defamatory, threatening, harassing, or that are a violation of Mallorca International School policies on discrimination or harassment.
- Pictures, audio, or video of students or staff are not to be posted by students without the express permission of persons depicted (including parents of students), along with teacher or administrative approval, as applicable.
- Mallorca International School students should keep in mind that they are personally responsible for what they post online and should be mindful that what they say will be available publicly for a long time.

All staff members must abide by the same rules and regulations as set out above for the students, but with an even greater emphasis of responsibility and care for all of those that will have access to technology of any kind.

Deliberate attempts to violate Mallorca International School's Acceptable Use of Technology Policy or to compromise, degrade, or disrupt system performance may result in restricted use of technology at school or other appropriate consequences, such as limiting, suspending or revoking a student's access to the school's technology systems or the network.

It is the responsibility to of the head teacher to judge if any breach of this policy will result in further action as laid out in the Behaviour Management Policy. It is also the responsibility of the head teacher to collate all information and reports on the inappropriate use of technolooigy throughout the school in order to review this policy at any given time.

Monitoring and Review
Owing to the fast moving nature of the development of technology and Internet based resources this policy should be reviewed at least on an annual basis.

Date of implementation: September 2018
Policy review date: September 2019

I will do the following with my Chromebook:

- Bring it to school every day fully charged
- Take great care of it, taking care that it is not damaged, bringing it in a case ideally
- Store it in a safe place when not using it (perhaps my locker)
- Ensure that I keep my password secret (never share with anybody else)
- Use it for educational purposes only at school
- Use it when the teacher asks me to use it for a task
- Ensure I am only using the Chromebook to do tasks set by the teacher in school
- Use it to access Classroom every night to check homework tasks
- Communicate with my friends and teacher regarding schoolwork
- Use Google Docs, Sheets and Slides to complete work faster
- Use the Internet following the school rules; not trying to access or download illegal, inappropriate or immoral websites at school or at home
- Use Chrome for research purposes and Translate in order to know the meaning of words (or translate)
- Experiment with Google Apps; investigative learning is encouraged!

I will not:

- Leave my Chromebook unattended
- Use my Chromebook when the teacher is giving instructions or explaining something
- Use Hangouts to chat in class (Hangouts are for communication with other students when at home only)
- Access social media websites in school
- Play games in school
- Delete or alter shared documents in an irresponsible way
- Download any 'Apps' or 'Add-ons' that I don't have permission to install from a teacher
- Try to access any other student's or teacher's account
- Send messages to teachers in the evening with the expectation of an immediate response (likely they will respond the following day)
- Send any message with the intent to intimidate, frighten, threaten, harass, ridicule or bully another person
- Use any bad language or create disrespectful text/comments
- Change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites