EL ALTILLO INTERNATIONAL SCHOOL | iSP International Schools Partnership

BYOD - Responsible use guidelines

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1. Objectives

El Altillo International School makes use of new technologies to achieve its mission of teaching the skills, knowledge and behaviors that students will need as responsible citizens in a globalized world. Through new technologies, students learn to collaborate, communicate, and develop their creativity and critical thinking in multiple ways throughout their school day. In an effort to increase all of these skills, El Altillo International School allows the use of personal devices on our Internet network and within school facilities, as long as students follow the responsibilities set forth in this acceptable use of digital devices policy.

El Altillo International School strives to provide appropriate and adequate technology to support the teaching and learning process. The use of personal devices by students is optional, and those students who do not have a digital device will not be penalized in any way, for whom the school will propose alternative means of participation in those activities that require the use of digital devices.

An essential aspect of responsible use of digital devices is education about appropriate online behaviors. For this reason, El Altillo International School will be responsible for training its students on online safety rules frequently throughout the school year and will offer continuous reinforcement on what safe behaviors are when using new technologies. In addition to the rules described in this policy, students are expected to comply with all classroom and school rules while using digital devices. In this sense, it is necessary to remember that the use of technology is not a necessity but a privilege, and therefore, when abusive or inappropriate use of it is detected, such privilege will be withdrawn.

2. Types of devices

For the purposes of this policy, the term "devices" refers to laptops, tablets, ebooks and smart watches. Mobile phones or video game consoles are not allowed in the center.

3. Guidelines

• Students and parents of students who allow their children to use their digital devices at school must accept this policy.

• It is always the classroom teacher who has the power to allow and regulate the use of digital devices in their classes.

• Approved devices must be on silent mode while in school, unless otherwise permitted by the teacher. Headphones may be used as long as they are permitted by the teacher.

• Devices cannot be used to make copies on assignments, quizzes, or exams or for non-educational purposes such as making personal phone calls or using instant messaging applications.

• Students may not use digital devices to record, transmit, or post photographic images or videos of anyone at school during school hours or on any school activity (for example, a field trip), unless a teacher he allows it.

• Devices can only be used to access information and web pages that are relevant and consistent with the activity being carried out in the classroom.

• The devices cannot be used during breaks, regardless of whether they take place in the playground or inside the school. The use of devices during class changes is also not permitted.

• The use of smart watches is not allowed during exams, and they must be properly stored in the student's backpack at that time.

Students and parents recognize that:

• Network filters will be applied to a device's connection to the Internet and any attempt to bypass such filters is prohibited.

• El Altillo International School is authorized to examine any device suspected of causing technological problems to the school network or being the source of an attack or virus infection.

• Students are strictly prohibited from:

  • Bringing a device onto campus that infects the school network with a virus, Trojan horse, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
  • Process or access information on school premises related to "hacking."
  • Alter or circumvent network security policies.

• Students and parents should be aware that devices are subject to review by school administrators if the device is suspected of violating the student code of conduct. If the device is locked or password protected, the student must unlock the device upon request of school personnel.

• It will not be possible to print from personal devices at school.

• Personal devices must be charged before the school day and run on battery power during the school day. It will be the teacher who exceptionally allows the charging of devices at school.

4. Lost, stolen or damaged devices

Each user is responsible for their own device and must use it responsibly and appropriately. El Altillo International School assumes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While the school will provide students with the means to keep personal devices secure, students will have the ultimate responsibility for protecting their personal devices.

5. Economic charges per use

El Altillo International School is not responsible for any possible financial charges that may arise from the use of the device during the school day.

6. Network considerations

Users should strive to maintain adequate bandwidth for work and communications related to school activities. All users will use the "Students" wireless network to access the Internet. El Altillo International School does not guarantee connectivity or the quality of the connection with personal devices. The New Technologies department at El Altillo International School is not responsible for the maintenance or troubleshooting of student technological devices.

On the “Students” wireless network there will be a series of restrictions established by the school. Students will not be able to remove these restrictions under any circumstances (for example, using VPN connections). Removing any of these restrictions may result in the equipment being excluded from our network.

I understand and will comply with this policy and the guidelines contained therein. I further understand that any violation thereof may result in the loss of my network and/or device privileges, as well as other disciplinary action. During the school year, additional rules regarding the use of personal devices may be added that cover new situations not expressed in this policy.

Student Signature Parent/Guardian Signature Date