EL ALTILLO INTERNATIONAL SCHOOL | iSP International Schools Partnership

USE OF DIGITAL DEVICES, INTERNET AND SOCIAL NETWORKS POLICY

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1. Justification.

As any other social phenomenon, education has been impacted by the growing and vertiginous digitalization in the last years. Therefore, it is convenient for the school to establish the optimal framework of coexistence and behavior that responds to the excellence of the students of El Altillo International School in accordance with this new reality.

The educational institution El Altillo International School recognizes and values extraordinarily that the abilities linked to the field of information and communications are essential in the society of the twenty-first century, as well as that the demands of students for interactivity in entertainment and learning are more than justified.

In this sense, the students educated at El Altillo International School stand out for their capable, self-demanding, creative and innovative spirit, so that the broad and inclusive concept of education that is at the root of its ideology requires the formation of a learning community that includes students, teachers and families and the collaboration and commitment among all of them in order to provide high quality and cutting-edge responses to the educational demands of the students of the twenty-first century.

2. Considerations to be taken into account.

1. The school has installed a Jamf MDM system that guarantees the control of the network and enables the identification of all IP connected to it.

2. It is assumed that in the school the devices are solely and exclusively a tool for learning and study linked to classroom activities and access to information resources derived from exercises, projects and homework and under the guidance and supervision of the teacher for the academic development of students. In this sense it is noted that any installation of educational applications or games must be supervised by the school.

3. Duties and obligations of the student.

1. The student has the duty to assume from his/her parents or legal guardians his/her own rules of Internet use, which include the pages he/she can visit, what he/she can do, when he/she can connect and how long he/she can be connected.

2. The student has the duty to avoid falling into irrational and addictive use of the computer and mobile and must self-limit the times of use to avoid dependence and conflict with study or other leisure activities.

3. The student has a general duty to maintain good online behavior and not to do or participate in anything that is illegal or criminal or that involves a violation of the school's rules of coexistence.

4. The student has the duty to act with caution and discretion on the Internet and to adopt and maintain at all times an attitude of caution and prudence to all comments and news posted on the Internet or received through a social network.

5. The student also has the duty to understand at what times and / or places it is not appropriate to use a cell phone. In particular, students are prohibited from using their cell phones at school and in the classroom, except with the express and specific authorization and supervision of the teacher responsible for a specific class activity in the relevant context. Specifically, the use of a cell phone by a student at school without authorization is classified as a serious offense that carries a direct sanction of one day of expulsion.

6. Outside the classroom and the areas designated for activities, projects and homework, particularly at the entrance, in playgrounds, in locker rooms and in the cafeteria, etc., students must refrain from using devices, unless expressly authorized by the teacher.

7. During outings, excursions and extraordinary activities, the student has the duty to keep his/her cell phone turned off and put away, especially in places where its use is not allowed: cinemas, theaters, museums, meetings, hospitals, as well as in any place where it is required to be disconnected, unless expressly authorized by the teacher in charge or the coordination.

8. The student has the duty to be proactive and, in addition to the duty to keep his/her cell phone turned off, has the duty to keep the keypad of his/her cell phone locked with a permanent password or pattern, known only to his/her parents, in case of loss or theft. In this case, the student must proceed to block the SIM card.

9. The student has the duty to think before writing, publishing and sharing something on the network, being obliged to take into account aspects such as the importance, significance and the multiplied and uncontrolled dissemination that may have the information published or shared.

10. The student has the duty to avoid posting comments or images that may annoy, anger, harm or hurt other people.

11. The student in general has the duty to avoid using on the Internet, social networks, chats, forums, messaging services, etc., any kind of language that may be considered blasphemous, profane, obscene or threatening.

12. The student has, on the Internet, the duty to consider as a stranger any person he/she has not met physically before. In particular, the student has the obligation to act with absolute caution, caution and critical sense when accepting strangers on social networks.

13. The student has therefore the duty to never trust strangers and to remain alert to any unknown person who asks for any kind of contact or personal information. In this sense, the student has the duty to maintain the confidentiality and confidentiality of their personal data and that of their family, friends and classmates, so they should avoid publishing, exchanging or sharing addresses, phone numbers or personal information that may cause them to be identified by strangers.

14. The student has the duty to be aware, when publishing their image on the Internet, of what information they are providing, taking into account that this information is made available to any user of the network, so they should be aware of the extent to which they want their privacy to be visible.

15. It is the student's duty to immediately report to his/her parents, legal guardians, teachers, or a trusted adult any strange, annoying, dangerous, or objectionable facts or things he/she sees on the network, including e-mail messages, websites, or even regular mail from Internet friends.

16. The student has a general duty to use secure and different passwords for each internet service and, if in doubt, has a duty to change them on a regular basis.

17. Students have the duty to keep their own passwords secret and secure and not to share passwords or internet access codes with anyone, including friends, other than their parents or legal guardians. In this regard, the student should be aware that if someone appropriates his or her identity on the Internet without his or her knowledge, he or she may be held responsible for committing an infraction or misdemeanor.

18. The student has the duty, with respect to the school email account that he/she has because he/she is enrolled in the school, to use this account exclusively for academic purposes, understanding that it is a work tool while studying at the school. Once finished 2nd year of Bachillerato our students become part of our Alumni and therefore they can continue to enjoy the advantages offered by using their corporate email. From that moment on their emails will take the form @alumni.altillointernational.com.

Regarding the email account, we insist that the access codes and passwords are for exclusive, private and private use only.

The school reserves the right to deprive the student of the use of said account in case of detecting an inappropriate or improper use of the same, so that for this purpose the school, when it deems necessary, may deprive the student, when it deems necessary, of the use of said account.

In this sense, the school reserves the right to deprive the student of the use of such account if it detects inappropriate or improper use of the same, so that to this end the school, when it deems necessary, may exercise control over the use and content of a particular account.

At the same time it is noted that the school guarantees the cancellation of the information and contents of the same once the link with the school is terminated.

19. The student has the duty to act with absolute caution, caution and critical sense when participating in online games and sweepstakes, to open emails from abroad whose address instills suspicion; to participate in surveys and invitations apparently free messaging services and the like; and also has the duty to avoid pages that ask for money, credit card numbers or similar information, while having the duty to learn to configure the privacy options offered by these services to determine what information may be accessible to others.

20. The student has the duty not to enter unreliable web pages, as well as the duty to be suspicious of strange messages that he/she may receive through social networks and other services, especially if these messages include links to access other content and particularly if they ask to enter personal data in dubious or suspicious forms. In this sense, you should also be wary if they come from known contacts, as these contacts may be infected by malware or malicious software.

21. At school, students are prohibited from chatting, sending or consulting messages, playing and watching videos, downloading or downloading music, commenting on a blog or forum, playing or participating in online games, entering social networks, participating in contests, creating events, contracting services or purchasing products online, etc., except with the authorization and supervision of the responsible teacher as part of a class activity in the relevant context.

22. The student, when registering on pages to participate in sweepstakes, receive news, enter forums and other similar actions, has a duty to be aware of the need to pay special attention to where and to whom the student sends personal data. In these cases, before sending such data, the student has the duty to read carefully the terms of use of the site and its privacy policy in order to know what these sites can do with such data, and always with the prior authorization and permission of their parents.

23. The student has the duty, whenever he/she is going to forward mails, to previously delete the previous addresses if they appear in the message, since he/she must protect other people's mail addresses, likewise, and with the same purpose, he/she must take the precaution, when it is convenient, to write the addresses with hidden copy (Bcc).

24. At school, the student has the duty to deliver and show the device to the teacher whenever he/she considers it appropriate and requires it in order to check and supervise the suitability of the contents and the correct use of the device.

25. The student has the duty to refrain from activities that may jeopardize the integrity of the devices. In this sense it is noted that El Altillo International School disclaims any responsibility in case of breakage or loss of the device, being the responsibility of the student and being in charge of their personal insurance or their parents the replacement, repair or repair.

26. The student has the duty to be responsible for the cleanliness and maintenance of his/her device, and likewise the student must take care of all devices and technological material owned by the school as if it were his/her own, having the obligation to inform the school of any damage observed in any of them.

27. The student has the duty to avoid using the corporate image, uniform, symbols, emblems and logos of El Altillo International School in their publications and personal social network accounts, without the express authorization of the Director.

28. The student has the duty to limit the use of images and content related to El Altillo International School through the official accounts and web spaces of the school. Consequently, the student has the duty to act correctly and cautiously in the publication of photographs and images wearing the school uniform. In this sense El Altillo International School reserves the right to demand the removal from the Internet of images or content related to the school and published without the consent and permission of the Director.

29. Regarding the previous section, it is considered an aggravating circumstance to make use of the symbols, photographs, activities, digital spaces, etc., of the school, either inside or outside the school, in a mocking or joking tone, which represents a damage to the institution classified as extremely serious behavior.

30. Similarly, it is typified as extremely serious behavior by the student to make jokes, mockery, jocular, hurtful, malicious or offensive comments on the Internet and social networks about other students, parents, families, tutors, teachers, administrative and service staff or management team.

31. It is the student's duty to avoid downloading, installing, or copying anything from disks or the Internet without permission; in fact, it is the student's duty to be alert to the risks involved in downloading files.

32. The student has the duty to know and assume that the law prohibits destroying, altering, rendering useless or damaging the data, programs or electronic documents of others contained in networks, media or computer systems.

33. The student has the duty to know and assume that the law punishes the manufacture or possession of tools, materials, instruments, substances, machines or devices intended to commit crimes and, more specifically, those intended for the falsification of official or private documents with intent to deceive.

4. Cyberbullying and threats.

Cyberbullying or bullying through the Internet is defined as the use and dissemination of information, real or fictitious, with harmful or defamatory intent and in electronic format.

Such dissemination can be done through different digital media such as email, instant messaging, forums, chats, social networks, text messaging through mobile devices or the publication of videos or photographs on electronic platforms for content dissemination.

This form of bullying or harassment can manifest itself in many different ways. In this regard:

1. The student has the duty to maintain a behavior and an attitude of absolute vigilance and responsibility in the defense and protection of their personal data and those of other classmates, and in this sense has the obligation to consult with parents and teachers and to know and configure in detail the privacy options of the various instant messaging services and social networks.

2. The student has the duty not to engage in cyberbullying behavior and, in the case of being affected by this type of behavior or having knowledge of facts or behaviors of this nature, must report it immediately to teachers or the corresponding coordination.

3. The student has the duty to denounce and not to consent to acts of psychological or moral violence to other students in social networks, chats, messaging services, forums, etc., from the moment he/she becomes aware of it.

4. It is the student's duty to avoid at all times making jokes about behavior that may be defined as bullying and cyberbullying, and to exercise responsible caution in this regard.

5. It is the student's duty to avoid bullying, cheating, teasing and mocking, rejection and any kind of discrimination, exclusion and / or harassment of other students with offensive comments in forums, chats, social networks, etc..

6. The student has the duty to refrain from sending and sharing pictures or images of another classmate with the intention of making fun with their friends.

7. It is the student's duty not to post comments, photos, or videos that may damage the reputation, defame, or hurt the feelings of another student.

8. It is the student's duty to avoid using forums, chats, closed groups or lists of friends in social networks or instant messaging services as a way to exclude another student in order to marginalize or reject him/her.

9. The student has the duty to avoid offensive, threatening or intimidating messages or messages containing aggressive and foul language or vocabulary, and must also avoid messages that, directly or indirectly, are insulting or imply harassment, exclusion or manipulation.

10. It is the student's duty to avoid the dissemination or propagation of gossip or false rumors of a cruel nature or that are intended to damage the reputation of another student.

11. It is the duty of the student to avoid the appropriation and use of another's password to forge or impersonate another student's identity.

12. It is the student's duty to refrain from recording intimate content and compromising private images of another student.

13. It is the student's duty to refrain from disseminating, forwarding, or circulating personal information about fellow students and/or their families to other students or to third parties or persons outside the school.

14. The student has the duty not to respond to threats, insults, intimidating messages or provocations that are made via forums, chats, social networks, etc.. In this type of situation, the student has the duty to always bring it to the attention of his/her parents or guardians and teachers.

Aggravating factors:

15. Threatening to publicize a matter, i.e., in such a way that third parties may know the nature of the bullying.

16. Threatening to disclose or disseminate facts about another student's private life or relationships in cases where the victim's reputation or personal interests may be affected if the threat is carried out.

17. Coercion: a threat that seeks, by means of violence of any kind, to prevent a student from doing something lawful or in accordance with the rules of coexistence, or to force a student to do something he/she does not want to do, whether or not it is lawful or in accordance with the rules.

18. Blackmail: threat with a condition, something is demanded in exchange for not complying with it.

5. Slander and Libel.

It is slander to claim that another student has acted outside or contrary to the policy while knowing that he or she has never committed any offense against the policy.

Slander is any action or expression - humiliation, insult, or offense - of a serious nature that injures the dignity of another student, undermines his or her reputation, or is an affront to his or her self-esteem.

1. In general on the Internet, forums, chats, social networks, instant messaging services, etc., students have the duty to address other students with respect and avoid comments that may be hurtful to them.

2. It is the student's duty to avoid publicly slandering or libeling other students on the internet, forums, chats, social networks, instant messaging services, etcetera.

Aggravating circumstances:

3. Slander or libel in exchange for reward or promise by third parties.

4. The existence of degrading treatment that seriously affects the moral integrity of another student.

6. Infringements against privacy.

Infringement or violation of the right to privacy can have legal consequences: the law prohibits accessing, seizing, using, modifying and altering the personal data and privacy of another individual to his or her detriment.

The secrecy of communications is a fundamental right of individuals and failure to respect it can lead to serious consequences. E-mail, instant messaging, chat conversations, sms, social networks, etc., are means of communication and, in case they are made privately, they are protected by law.

In this sense, the dissemination, disclosure or transfer to third parties of other people's data without consent, for example, with its publication on the Internet, can have legal repercussions, particularly serious if they concern a minor affected.

In relation to personal privacy, Article 18.4 of the Spanish Constitution guarantees the protection of personal data, so that they cannot be used without the informed consent of the owner and for specific purposes.

It is extremely important that students are aware of the extent to which their behavior may or may not be appropriate and, above all, that they know and value the importance of respecting the privacy of others and the possible consequences of acting otherwise.

1. When recording and/or publishing images and photographs featuring other students, it is the student's duty to do so with the consent and permission of the other students.

2. It is the student's duty to refrain from uploading, posting or linking any document or image - photographs, videos, web pages, audio files, forums, groups, chats, etc., that may be a cause and reason for damage, discredit or present or future harm to the privacy of another student.

3. It is the student's duty to avoid reading another student's e-mail without permission, as well as entering another student's computer or system without permission, which is an invasion of another student's privacy.

7. Infringements against intellectual property.

It is pointed out that, over and above the school regulations, the law punishes anyone who, for commercial gain and to the detriment of third parties, "reproduces, plagiarizes, distributes or publicly communicates, in whole or in part, a literary, artistic or scientific work, or its transformation, interpretation or artistic performance, fixed on any type of support or communicated by any means, without the authorization of the owners of the corresponding intellectual property rights or their assignees". intellectual property rights or their assignees". The law also penalizes "whoever manufactures, imports, puts into circulation or possesses" any means intended to facilitate the unauthorized removal or neutralization of any technical device that has been used to protect computer programs or other works, performances or executions.

El Altillo International School expressly warns that according to the Penal Code the breach or non-compliance of some of the above prohibitions is a crime and that in Spain minors between 14 and 18 years old can be judged by special judges and courts, and can be punished for having committed a crime. In the case of minors under 14 years of age, a financial penalty may be imposed on their parents or guardians, depending on the infraction committed.