




INTERNET ACCEPTABLE USE POLICY

POLICY 004

THE ENGLISH WAY

COMPREHENSIVE CULTURE
OF EXCELLENCE

EFFECTIVE GOVERNANCE
AND FINANCIAL SUSTAINABILITY

 <p>Fundación Educativa de Inglaterra</p>	INTERNET ACCEPTABLE USE POLICY	Code: PLT – 004 - E	<small>Nit 860.023.814-8 No responsable de IVA - ICA 7x1000 Calle 170 N° 15-68 Tel (571) 676 7700 - Fax (571) 671 1318</small>
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Please read this document carefully before signing it. The signature or signatures at the end of this document will be legally binding and indicate that the parties signing the document have read the policy, understood its meaning, and agree to its content.

POLICY STATEMENT


The Fundación Educativa de Inglaterra, FEI, offers different ICT technologies including the network and access to the Internet through the TES network (TES-Net). At The English School, we recognise that access to the Internet and its resources is essential for the educational environment, teaching, and learning. The goal set for the provision of those services to teachers, students, and staff is to promote academic excellence in the educational establishments owned by the FUNDACIÓN EDUCATIVA DE INGLATERRA, facilitating innovation, communication, resource sharing, and the opportunity to create collaborative work spaces. The use of the Internet is promoted in those instances where it supports the goals and objectives of the establishment. This document contains the Internet Acceptable Use Policy. The objectives of the policy are:

- To provide guidelines to TES-Net users.
- To raise awareness among users regarding the responsibilities they are about to acquire.
- To ensure that the networks and their associated technologies are used for the intended purposes.
- To provide guidelines for responding to inappropriate use.
- To balance access network and its risks.

DEFINITIONS

ICT: Information and Communication Technology. The definition covers any communication device or application that stores, recovers, manipulates, transmits or receives information electronically in a digital format, as well as the associated services such as computers, networks, hardware, software, the Internet, e-mail, digital television, PDAs, mobile phones, radios, videoconferences, among others.

THE INTERNET: The public Internet.

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INTRANET: Private networks that are not accessible to the general public but only to those who have been granted authorisation.

PEI: *Proyecto Educativo Institucional* or Institutional Educational Project.

POLICY: The Internet Acceptable Use Policy.

TES-Net: The school's network that provides communications services to the school, associated organisations and visitors to access public Internet, online education and administrative applications.

USERS: Any teacher, student, parent, member of the Board of Directors, administrative staff member or person who has been granted access to ICT products and services of The English School.

ACCOUNTABILITY

The Systems Coordinator and the Systems Department are responsible for:

- Developing the policy and communicating it to the Directive Council.
- Managing the TES-Net in accordance with this policy.
- Reviewing the policy every year.

The Directive Council is responsible for:


- Approving the policy.
- Making sure it is consistent with the PEI.
- Making sure unacceptable conduct is dealt with in accordance with the established provisions in the PEI.

The Head of School and Rector is responsible for:

- Informing users about the policy.
- Implementing and enforcing the policy.

The school leaders (SLT and SELT) are responsible for:

- Complying with and ensuring compliance with the policy.
- Communicating to the users the purposes, benefits and risks associated with use of the network resources.
- Ensuring that the terms of licensing agreements between software providers and the school are followed.

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- Complying with the intellectual property rights and copyrights standards related to the use of the Internet.
- Facilitating professional development related to network access and its curricular use.
- Placing reasonable restrictions on the material users may access or post while using the school's ICT resources.
- Alerting teachers to the risk of posting information on the Internet that will allow to identify a student.

Teachers are responsible for:

- The overall management of the student's use of the network while teaching him/her or when supervising him/her; instructing the students on the appropriate use of the network, including but not limited to:
 - Providing students with clear guidelines and explaining them that they are expected to comply with the policy.
 - Ensuring that the use of the networks is consistent with the expectations established in the curriculum of The English School.
 - Previously visiting websites and assessing their educational validity before recommending them to students.
 - Directing students to the previously assessed and recommended internet resources that are integrated with the curriculum.
 - Supervising student access to the network rather than relying exclusively on the TES-Net filters and monitoring system.
 - Informing students and following good practices in regard to copyrights and intellectual property rights.
 - Alerting students to the risks of making information publicly available on the Internet that can allow their identification.
 - Interacting with students in social networks using only accounts created as a teacher for educational purposes and not using personal accounts where information is visible that can allow personal identification.
 - Complying with the policy.

Students are responsible for:


- Complying with the policy as part of the learning activities established in the curriculum.
- Using TES-Net in accordance with the school's PEI.

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- Immediately reporting to the teacher or other authority inappropriate content or communications that make him/her feel uncomfortable.

All users are responsible for:

- Using the network in accordance with the established policy, school procedures and the country's legislation.
- Responsibly and ethically using the network, in line with the educational and informative purposes for which it was established.
- Following accepted etiquette on the Internet, known as Netiquette.
- Using appropriate language in public and private messages and in all the material posted on web pages.
- Checking the e-mail frequently, answering promptly, erasing unwanted messages and staying within the assigned quota.
- Using the agreed "subject" guidelines (action, information, urgent, personal, social).
- Using printers with an eco-friendly mindset and printing only what is strictly necessary.
- Using technology only in those areas for which he/she has authorisation, whether inside or outside of the school.
- Using only his/her individual account and taking the necessary precautions to prevent others from using it.
- Not sharing passwords with other users.
- Notifying the system administrator when there has been a possible security breach.
- Exercising caution when releasing information that allows the personal identification of another user.
- Not using technology anywhere with the purpose of bullying or harassment.
- Not causing disruption in the network service or for destroying data by spreading a virus or using some other means.
- Not attempting to access others' private or personal material, information or files without their authorisation.
- Not vandalising, damaging or disabling the work of another individual or organisation.
- Not accessing, manipulating, altering or attempting to damage, disable or destroy technology or files that belong to others.

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- Not accessing, creating or distributing material or images that are pornographic, harassing, obscene, racist, sexually explicit or threatening.
- Using the network in a way that does not block its use for other users.
- Requesting the Systems Department to install a software. The Systems Department will verify that licensing terms are met.
- Using the network only for the purposes established by the school, for legal and non-commercial purposes.
- Not downloading or copying software from the network or other media, without proper authorisation from the FEI. The Systems Department will install it when verified that it is safe and that it does not infringe the law.
- Infringing copyright laws, intellectual property rights, and licenses of use is punishable through administrative proceedings or criminal proceedings by third parties.

CONSEQUENCES OF UNACCEPTABLE USE


In the event of infringement of the Internet Acceptable Use Policy, the resulting consequences may include, but are not limited to:

1. Loss of access to the Internet and e-mail as well as loss of network privileges.
2. An incident report.
3. Disciplinary action.
4. Just cause termination.

MONITORING

The Fundación Educativa de Inglaterra embraces the use of the Internet as a valuable educational resource. Misuse of this resource, however, may bring negative consequences in terms of staff productivity and of the reputation of the educational establishments the Foundation owns. In addition, all resources related to the Internet are supplied for educational purposes. Therefore, the FUNDACIÓN EDUCATIVA DE INGLATERRA reserves the right to monitor, access and review everything passing through the network including traffic, visited web sites, e-mails, instant messaging, digital documents, attached files, printing activity, the printed material or any created, stored, or erased material.

Staff signature
ID «number» issued in «city»

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AGREEMENT

The staff of the FUNDACIÓN EDUCATIVA DE INGLATERRA including contractors, teachers, students and temporary staff who have been authorised to access the Internet of the educational establishments of the FUNDACIÓN EDUCATIVA DE INGLATERRA must sign this agreement and confirm the understanding and acceptance of this policy.

DISCLAIMER

The Fundación Educativa de Inglaterra shall make no guarantee, either expressed or implied, relative to the quality of the services provided. The English School will not be held liable for any possible damage to users. This includes data loss due to delays, failure to deliver information, mistakenly delivering information, service interruptions caused by the user's own negligence or due to errors or omissions. The user is responsible for the use of any information obtained through the Internet. The English School will not be held liable for the quality or accuracy of the information obtained by the user through the network or from the information stored in the systems of the FUNDACIÓN EDUCATIVA DE INGLATERRA. Neither the FUNDACIÓN EDUCATIVA DE INGLATERRA nor its educational establishments shall be held liable for financial obligations arising from unauthorised use of the system.

INTERNET ACCEPTABLE USE POLICY

I declare that I understand and will abide by the terms of the Internet Acceptable Use Policy. I further understand that any infringement of the above-mentioned regulations is not ethical and may constitute a criminal infraction. In case of infringement, my access privileges may be revoked and disciplinary action may lead to a termination of my employment contract with just cause or to an appropriate legal proceeding.

User's full name:

User's signature: _____