

## ISL Acceptable Use of Technology for Secondary School Students

The International School of Latvia recognizes that access to technology in school gives greater opportunities to learn, engage, communicate, and develop skills that will prepare students for work, life, and citizenship. We are committed to helping students develop 21st-Century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

The International School of Latvia expects our students to:

### *Use good judgment*

- We expect students to use good judgment in all situations.
- You must know and follow the school's Handbook and Privacy Policies.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

### *Be respectful*

- Always treat others in a respectful, positive and considerate manner.

**Discussions regarding our use of technology are always guided by the ISL community values of caring, honesty, respect and open-mindedness.**

### ***Use of Personal Technology at the International School of Latvia***

- Technology is to be used in class only with explicit permission of the teacher and for educational purposes
- Students and teachers have an expectation of privacy at the International School of Latvia. This applies to taking photos and videos by students and using them for any purpose without the expressed permission of the student or staff member
- Uploading or downloading of non-school materials is expressly prohibited on the International School of Latvia network
- The illegal use of copyrighted software, files, pictures or other electronic information is prohibited at the International School of Latvia
- Students will be held monetarily responsible for damage of any ISL equipment, systems, and software
- Educators and administrators at the International School of Latvia reserve the right to confiscate any technology that is being used in violation of the terms of this Acceptable Use of Technology Policy
- Any usage of technology that leads to disruptions in learning within the classroom are subject to consequences
- Consequences for failure to abide by these terms are as follows:
  - 1st offense: A warning will be given by the teacher. If a pattern of inappropriate usage emerges, teachers reserve the right to confiscate technology on the first offense.
  - 2nd offense: Teachers will confiscate the device until the end of the lesson

- 3rd offense: Teachers will confiscate the device and turn it in to the Secondary Principal or another member of the administrative staff. The student can pick up their device at the end of the day
- 4th offense: Teachers will confiscate the device and turn it in to the Secondary Principal or any other member of the administrative staff. A Parent or Guardian will need to retrieve the device in person and meet with administrative staff about the issue
- 5th offense: Student is banned from using any technology device at the International School of Latvia. Further usage will result in escalating consequences.

### **Social Media and Internet Usage**

- All members of the International School of Latvia community have the right to and the expectation of privacy
- Any usage of pictures, videos, drawings, cartoons, memes, representations, etc. of members of the International School of Latvia community without their expressed consent is strictly forbidden
- Faculty and staff are prohibited from becoming “friends” and interacting with students on any social media platform
- Any usage of Social Media on campus for the following reasons is strictly prohibited: illegal activity; for-profit purposes; lobbying; direct advertising; transmitting or receiving offensive materials; hate mail; discriminating remarks; or to obtain or send obscene, pornographic, sexist, racist, bigoted, or violent material. Abusive language will not be tolerated - users may not harass others or use inappropriate language.
- Violations of the following rules have the following consequence. If violations are deemed especially severe, ISL has the right to determine consequences outside of those listed below.
  - 1st offense: Confiscation of technology. Technology will be returned after a sit-down meeting with the Secondary Principal
  - 2nd offense: Confiscation of technology and being banned from technology use at school for an undetermined amount of time. Parent or guardian meeting will be necessary to retrieve confiscated technology.
  - 3rd offense: Suspension and escalating consequences

### **Communication**

- Communication between students and members of staff can take place only on International School of Latvia sanctioned platforms
- Sanctioned platforms are Google email accounts provided through the technology department and virtual classroom environments (Google Classrooms, Managebac) exclusively
- Forbidden communication mediums include but are not limited to Social Media (Facebook, Instagram, Twitter, etc.), Messaging Services (Whatsapp, Telegram, Snapchat), or normal telephone or SMS messaging (CEESA School-Sanctioned trips as an exception).

### **Cyberbullying**

We expect all members of our community to show care and respect for each other. Cyberbullying will not be tolerated. We are responsible for what we post on public or private accounts. We are a community online. This applies equally to incidents of bullying that occur outside of school and online.

### **Cyberbullying is:**

- Using electronic messages with angry and/or vulgar language/images.
- Sending offensive, rude, and insulting messages/ images or influencing others to do so.

- Sending or posting gossip or rumors about a person to damage their reputation or friendships. This includes sharing “opinions” about students, teachers, or the school in public forums.
- Breaking into someone’s account and posing as that person.
- Sharing embarrassing information or images of others without their permission online.
- Tricking someone into revealing secrets or embarrassing information which is then shared online.
- Sending messages that include threats of harm or are highly intimidating or make a person afraid for their safety.

**Privacy**

- The International School of Latvia reserves the right to view any and all data transmissions on the school’s internal network.
- The International School of Latvia reserves the right to use any and all public Social Media and online information in violation of the Acceptable Use of Technology Agreement as evidence for determining consequences.

**ISL Secondary School Acceptable Use of Technology Agreement  
2017-2018**

**Student:** I have read, understand, and will follow the rules and procedures regarding my use of technology at the International School of Latvia. I understand that classroom technology use is for educational purposes. I understand the failure to follow the procedures listed above will result in consequences including but not limited to confiscation, being banned from using technology on the ISL campus, suspension, and expulsion. I agree to report any misuse of the Internet or network to a teacher or administrator.

**Printed Name of Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Accepted and Agreed (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_