

Acceptable Use Policy of Technology Resources

Document Control

Preparation

Action	Name	Date
Creation	Marvin García	July 1, 2015

Release

Version	Date Released	Change Notice	Pages Affected	Remarks
1.0	July 1, 2012			Creation
2.0	July 1, 2016			Revision
3.0	July 1, 2017	Updated terminology from CAGNet to the CAG Network, update of social network names	4, 5, 7-10	Updated

Distribution List

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Entire CAG Community	All Departments	

Control and Revision

This document and its enclosing procedures and/or policies must be revised and updated at the most, 365 days after the latest release date.

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Students' Acceptable Use Policy for Electronic Resources

Rules Summary

This document summarizes the rules for acceptable use of CAG electronic resources (known collectively as the CAG Network). All students must comply with these rules. Remember at all times that the CAG Network access is a privilege, not a right.

Read the following pages carefully. If you don't understand something, ask for an explanation. After you sign the Authorization Form for the Use of Information Resources, you are responsible for knowing, understanding and following all rules and procedures.

Rules

- Use the CAG Network only for school-related purposes. Don't use it for commercial, political, etc., purposes.
- Use The Golden Rule ("Don't do anything to others you wouldn't want them to do to you"): e.g., no cyberbullying. Be a good cybercitizen by respecting all others while using the CAG Network.
- Content filtering and other security measures are an ongoing process, and students must cooperate with the installation of certificates or any other new measures deemed necessary by the IT Department.
- Google is the only search engine that is to be used while on the CAG campus. This does not refer to Google Chrome or any other browser. Safari and other browsers can still be used, but their default search engine must be set to Google.
- You are reminded that the use of cellphones in CAG classrooms is not permitted. Using USBs or any other hardware/software that enables Internet access other than the CAG Network is forbidden while on the CAG campus.
- Use common sense. If your parents don't let you do it at home, you can't do it at school either. Do not search for or view, forward or otherwise make accessible to others, etc., any potentially offensive photo, video or sound file. Don't use obscene or criminal language, participate in illegal activities, etc.
- Follow all CAG guidelines whenever posting to social media (Facebook, Twitter, etc.) or indeed any website. Never share your personal contact information, such as address, phone number, etc. As for others, identify a student by full name only after you have the approval of his/her parents.
- Under no circumstances should you even think about meeting someone you've met online. Report any communication that makes you feel suspicious or uncomfortable to a teacher or administrator immediately.

Students' Acceptable Use Policy for Electronic Resources

This document details the rules and procedures for acceptable use of CAG electronic resources (known collectively as the CAG Network). All students must comply with these rules and procedures.

Guidelines

- The CAG Network was established for educational purposes (classroom activities, professional development and activities that support the work of students) and is limited to this use.
- The American School of Guatemala has the right to establish reasonable restrictions on the material that is accessed or published on the web.
- Parental approval is required for all students. Access is a privilege, not a right.
- Students who have signed the contract are expected to abide by the contract. The School is not responsible for the actions of students who violate this agreement or whose use extends beyond what is stated here. Access will be blocked for those individuals who violate the policy.
- The School reserves the right to monitor all activities that take place on the network. Users shall indemnify (reimburse) the School for any damage caused by improper use of the network.
- Students and teachers are expected to follow the same rules of conduct established in the manuals as well as the rules that apply to the use of the CAG Network. Students and teachers are expected to use the same common sense on the CAG Network as they would in any other area or activity at school.

General Unacceptable Behavior

Unacceptable behavior while using the CAG Network includes but is not limited to:

- Posting information that may cause harm to individuals or may be dangerous or disruptive to the services provided through the CAG Network.
- Participating or engaging in actions against individuals including prejudicial or discriminatory actions.
- Harassing (persistently acting in a way that disturbs a person and/or causes despair) people online through the CAG Network. This includes cyberbullying.
- Posting innocently or deliberately false or defamatory information about a person or institution.
- Using obscene or criminal language, or activity intended as threats, instructions to break the security of computer networks, pornography (sexting), drug trafficking, sale or purchase of alcohol, gang activities or groups of vandalism, etc. In general, the use of inappropriate language or any behavior that negatively impacts the educational environment or violates the rules of the School.
- Abuse of network resources such as sending chain letters, spam or participating in online and network games that are not of educational nature as assigned by teachers.
- Searching for or viewing, expanding access or sending messages, photos, videos or sound files that are offensive.
- Use of the CAG Network for commercial purposes.
- Use of the CAG Network for political activities. Students may only use the system to communicate with elected representatives and express their views responsibly in political affairs for educational purposes.
- Attempting to access the school's non-educational systems such as accounting or student information system.

Email

CAG provides email service to be used for projects/ educational activities and all communication within the school community. The email account is not intended to be used for event invitations or fundraising purposes. Cybercitizenship is expected at all times while using this account. Sending mass emails to/from students or parents is not permitted.

Expectations for Use

- Personal email accounts can be accessed through the school network for educational purposes only (access or sending documents related to educational activities such as tasks, projects or links).
- Users must avoid signing for a third party or impersonating someone else.
- All teachers and students must use their CAG email account for all school activities and check it frequently.
- Users must avoid forwarding private messages without the original author's consent or emails that contain private information about another person.
- Users can send messages to a maximum of 20 recipients at a time. Each shared group counts as one recipient.
- When a user is no longer a member of the school community, their account will be closed and deleted from the system within one month after their last day. They should report a personal email address to contact them in the future.
- Students must share their username and password with their parents.
- Every community member needs to sign the agreement form when their account is created/activated and comply with the established email address format. For students the following format is used:
username: ID number
password: same password used to log into the network account.

World Wide Web

Expectations of Use

- Middle School and High School access to information may be through teacher or student pre-selected sites following the criteria for website evaluation and citation required by the school.
- There is a content filter installed for the network. The mission of the filter is to protect users from falling into inappropriate sites, to avoid infringing copyright law and to protect the network from external threats. The firewall as any other system is an option that may have its limitations. If you find educational sites blocked, please notify the Technology Department by using a ticket that will verify and configure the address. This also applies to sites that you consider should be blocked.
- Content filtering and other security measures are an ongoing process, and students must cooperate with the installation of certificates or any other new measures deemed necessary by the IT Department. Google is the only search engine that is to be used while on the CAG campus. This does not refer to Google Chrome or any other browser. Safari and other browsers can still be used, but their default search engine must be set to Google.

- You are reminded that it is not permitted to use cellphones in the classroom. Using USBs or any other hardware/software that enables Internet access other than the CAG Network is forbidden while on the CAG campus.

Social Media

If you participate in social media on behalf of CAG, the School expects you to follow these basic principles:

- Don't engage without a clear plan, strategy, goals, and line of responsibility. That means being responsible for continuous monitoring, maintenance, and timely responses. Add value with unique, strategic information and commentary about CAG. Be transparent, and avoid misrepresentation. Write about what you know, and stick to your area of expertise when commenting. Always pause and think before posting, and consult with a teacher or expert if unsure. Post meaningful, respectful comments — no spam or off-topic or unprofessional remarks. If you make a mistake, admit it — and be upfront and quick with your correction. Handle negative comments and developments quickly, professionally, and strategically. Respect confidentiality of all participants, and never disclose student information. Give credit to sources of written content, images, and ideas, you reference or use. Always use proper grammar and write clearly. Know and follow CAG policies on behavior, social media age limits, values and technology.

Websites and Web Pages (applies for social media pages such as Facebook, Snapchat, LinkedIn, Twitter, etc.)

- At the High School level, students are allowed to publish respectable photographs and students can be identified by their full name with prior parental approval. Using the first name and initial of the last name can be used to identify photographs of groups or individuals. Parents may choose not to authorize the identification of their children.
- The material published on the Internet must meet academic expectations with regard to spelling, grammar and accuracy of the information and include references or citations.
- The material (graphics, sounds, text, etc.) belonging to another person may not be published without proper authorization from the author. The authorization note must be included.
- All classroom pages should have a link created to Google sites through the school website or the class.

Online Personal Safety

- Students should not share their private information or that of other people online. Private information includes: name, address, phone number, name of the school, activities which reveal schedules and/or locations.
- Students in Elementary and Middle School should not provide their full name or other contact information at any time.
- High School students do not have to provide personal contact information unless required by another school for educational purposes, including admission to universities, jobs or activities of academic and professional development.
- Students should not agree to meet in person with someone they have met in cyberspace.

- Students must notify a school leader, teacher or school employee regarding any message they receive that is inappropriate or makes them feel uncomfortable. Teachers must do the same by notifying administrators.

Security System

- Students and teachers are responsible for their personal account and must take all reasonable precautions to prevent others from using it. Under no circumstances should passwords be shared with another person.
- Students and teachers must report to the technicians if they identify a security problem with their accounts.
- No person should attempt to gain unauthorized access to a the CAG Network directory. These actions are illegal.
- No one should threaten the safety or integrity of the CAG Network, destroy databases or spread viruses.
- The school has a virtual security system that is configured to block spam and sites that are not suitable for educational purposes. The policy regarding the sites that will be blocked is set jointly by the Principals, Coordinators and Technology Committee.

Software and files

- Software is available for students and teachers who want to use equipment belonging to the institution. No one can install or download executable files (.exe) without proper authorization from the Technology Department.
- A student's account may be restricted or closed if he or she misuses the software or equipment that is owned by the School.
- Files that are stored on the CAG Network network are treated in the same way as other areas of the School such as a personal storage locker. Routine maintenance and monitoring may reveal that a student/teacher/staff has violated this policy. No one should assume that the files stored on the network are completely private and secure.

Personal Devices

Students in grades 7-12 are required to bring their own electronic device to school that comply with the list of permitted equipment. Section principals may review all electronic devices at any time. Students are expected to :

- Be completely responsible for his/her device and any extra equipment that comes with the device.
- Identify all devices with the student's name.
- Password protect devices and to have the locator activated.
- Sign off on the "Acceptable Use Policy" (AUP) form to use the CAG network and register their device with the school by sharing their personal information (name, personal email, device serial number)
- Comply with the regulations stipulated on the BYOD found on our website.

Hardware Use

- Hardware and peripherals are the property of the School and serve as educational tools for students and teachers. Students and teachers are not allowed to move or relocate hardware (except for mobile equipment, installing peripherals or modify the properties of the equipment) without proper authorization from the Technology Department.
- Printing is limited to 25 black and white pages per month per student. Color printing should be authorized by section Principals. As an educational institution, we promote the responsible use of resources. Teachers should print only 1 original and make photocopies. Printing more than 10 copies of the same document is prohibited.

Vandalism

Any malicious action that damages, destroys data, destroys the CAG Network components connected to the basic structure of the network (APs, cameras, printers), computer hardware or software will result in cancellation of privileges. Additional disciplinary action will be determined in conjunction with the section Principal.

Plagiarism and Copyright

Plagiarism is taking the ideas, work or writings of others and falsely presenting them as one's own. The school will take disciplinary action if a student plagiarizes work they find online. Copyrighted materials may not be published on any the CAG Network system without permission. The permit must specify the document or system from which the information was copied and should be visible within the document.

Rights of Students

Students right to freedom of expression applies to communications through the Internet. the CAG Network is seen as a forum with restrictions similar to the school newspaper and it is possible to restrict certain communications for valid educational purposes.

Digital Citizenship

The American School of Guatemala is committed to creating a safe and caring learning environment. We have designed a curriculum that includes safety and security, manners and values, bullying and ethics, research and information fluency. Through this curriculum we encourage the development of a personally responsible, collaborative community. A values program supports and reinforces all these aspects. Any action performed by students, teachers or staff against this approach will be censored and sanctioned.

Policy Violations

Infractions of Acceptable Use Policy may result in the loss of access as well as other disciplinary or legal action. Additional consequences may include others such as:

- Use the CAG Network only under strict supervision

- Restrict the use of electronic personal devices on campus
 - Suspension of privileges on the network, use of equipment or school
 - Conditioned re-enrollment for the following year
 - Legal action by the authorities
- Administrators will determine the consequences for breaches of this policy.

Consequences

- The American School of Guatemala will cooperate with any investigation that is necessary and related to illegal activities conducted through the CAG Network.
- Disciplinary action will be taken based on the nature of the fault and in order to help students acquire self-discipline to behave appropriately on a digital network. Offenses may result in loss of access as well as additional disciplinary action.
- Individual sections or teachers may set further policies to guide students in the use of technology.
- Any other offense that is not explain in this document yet is on that infringes on the physical or emotional safety or the rights of others will be sanctioned according to the decision made by the Section administration and/or the Administrative Council.

Institutional Limitation of Liability

- The American School of Guatemala does not warrant that the functions or services that are provided through the CAG Network are free of faults. The school is not responsible for any damage caused by data loss or interruptions of service.
- The American School of Guatemala is not responsible for the accuracy or quality of the information obtained or stored in the CAG Network.

Parents' Responsibility; Notification of Student Internet Use

Outside of school, parents bear full responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents are responsible for monitoring their children's use.

The school reserves the right to apply disciplinary measures in response to students' misuse of technology, on or off campus that is considered harmful to members of the school community.