

ICT Policy for Pupils



CRAIGHOUSE
SCHOOL

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INTRODUCTION

The purpose of this ICT (information and communications technology) Policy is to set forth a regulatory framework to guide our pupils in the correct use of technology in academic and formative processes during their school life. Our objective is to help them become people who are critical, proactive and aware of the opportunities and risks that exist in online environments.

This policy has been designed in alignment with our school's Educational Project, which emphasises the importance of educating our pupils as honest people who can reflect on and internalise their role and responsibility within their community. The policy also incorporates the principles of our School Life Guide, whose objective is to "serve as a guide for the whole Craighouse School community in the formation of a school culture and life that contributes to a comprehensive education in terms of values."

The ICT Policy for pupils is structured as follows:

- The first chapter outlines the general aspects of the ICT Policy for pupils.
- The second chapter deals with the implications of ICT for learning and relations both inside and outside the school.
- The third and final chapter of the policy presents a set of regulations for the use of the institutional e-mail, smartphones, and Internet for pupils, and for the correct use and care of ICT resources for learning.

I. GENERAL ASPECTS

Purpose

At Craighouse School we view information and communications technology (ICT) as a tool that provides pupils with opportunities to inquire, investigate, work collaboratively, get organised, share information, and communicate with others. ICT is thus a complement for the teaching-learning process, which especially allows each pupil to reach their full potential as an individual.

Who does this policy apply to?

This policy applies to all Craighouse School pupils who use the ICT equipment, resources, or infrastructure provided by the school for learning and for the development of formative processes (computers, tablets, e-mail, peripherals, software, and other systems with similar functions).

Who is responsible for ensuring compliance with this policy?

In the first place, all members of our community are responsible. However, each head of section, deputy head of section, teacher, and inspector, and the head of Information Technology, all play a fundamental role in supervising the application of these regulations, ensuring their compliance, responding to requests, and recommending changes when necessary.

Lastly, this policy will be revised each year. If any changes were to be suggested, they must be authorised by the Senior Management Team (SMT).

II. ICT FOR LEARNING AND DIGITAL RELATIONS

ICT for learning

At Craighouse School we view information and communications technology (ICT) as a tool that provides pupils with opportunities to inquire, investigate, work collaboratively, get organised, share information, and communicate with others. ICT is thus a complement for the teaching-learning process, which especially allows each pupil to reach their full potential as an individual.

In this context, and in line with definitions provided by the national curriculum, which states that the purpose of ICT is to “provide all pupils with the tools that will allow them to handle the ‘digital world’ and develop within it, using these technologies competently and responsibly,” we have defined four dimensions for working with technology in learning contexts:

Dimensions¹	Skills²
Information	Searching for, accessing and processing information from various virtual sources, and assessing their quality and relevance.
Communication	Using ICT to solve needs regarding information, communication, expression, and creation within the immediate educational and social environment.
Technology	Using applications to present, represent, analyse, and model information and situations, to communicate ideas and arguments, and to understand and solve problems efficiently and effectively, taking full advantage of multiple media (text, image, audio, and video).
Digital relations	Supporting pupils’ general ethics education by providing guidance for solving specific dilemmas in terms of relationships posed by digital technologies in a digital world society.

Having an ICT Policy for pupils, with dimensions that guide the use of technology in the teaching and learning processes, enables us on the one hand to align our efforts for the development of a set of defined skills. On the other hand, it allows us to provide clear information to our community regarding the ICT skills for learning which we expect our pupils to develop throughout their education.

¹ Dimensions defined on “Matriz de habilidades TIC para el aprendizaje”

² ICT skills defined based on curriculum for Years 7 to 10, in force as from 2018.

Digital relations

One of the most important aspects when discussing digital relations is to understand that our attitudes on the web speak about us. Our behaviour, based on the values of respect, responsibility and consideration for others, must not only be shown in face-to-face contexts, but also online. It is common to see behaviours or attitudes online that we would not normally see in “real” life.

Therefore, we understand digital relations as the way in which we relate with others when we use the Internet to communicate. This relationship must occur in a context of respect, with a responsible interaction with other members of the community.

In order to encourage a correct digital relationship for learning, we have adopted the Ministry of Education’s definition for the dimensions, skills and attitudes which must guide our pupils’ behaviour when using technological devices or resources. These dimensions are self-care, respect for others, and respect for property.

Dimension	Skills ³	Attitudes
Self-care	<ul style="list-style-type: none"> Identifying opportunities and risks in digital environments, and applying personal protection strategies. 	<ul style="list-style-type: none"> I will respect myself through my actions. I will be careful with any personal information that I publish online. I will be careful when I accept friendship requests in virtual platforms.
Respect for others	<ul style="list-style-type: none"> Knowing one’s own rights and the rights of others, and applying strategies to protect information in digital environments. Understanding the social impact of ICT. 	<ul style="list-style-type: none"> I will respect others through my actions. I will not use digital media to attack or harm anyone. I will not use digital media for creating or spreading rumours. I will not use electronic communication to send inappropriate or unauthorised messages or media. I will use respectful language when I write e-mails and/or publish comments online. I will not log into accounts or use electronic devices that belong to other people without their authorisation. I will respect other people’s privacy, and I will ask for permission before I publish a photo, a video or a story about someone online. <i>Funas</i> are not to be used to make accusations against others online.
Respect for property	<ul style="list-style-type: none"> Respecting intellectual property. Taking care and making good use of the equipment available to work with. 	<ul style="list-style-type: none"> I will ask for authorisation to use the school’s technology resources. I will respect copyright, acknowledging and citing sources. I will also use licensed software to download music or audio-visual material. I will take responsibility for the school’s technology devices and make good use of them.

These dimensions, skills, and attitudes define and illustrate with more clarity the importance of a good digital relationship and the promotion of connections that

³ICT skills defined on “Matriz de habilidades TIC para el aprendizaje”, 2013, Dimensión Convivencia digital.

are respectful and empathetic. Undoubtedly, the role of the family is fundamental for the development of honest, respectful communication in the digital world, as well as for teaching their children about the safety precautions they should observe online.

III. REGULATIONS

Regulation no. 1: Use of institutional e-mail for pupils

Nowadays, e-mails have become a timely, efficient means of communication, and they are widely used. In this context, and in view of the current demands in the area of information and communications technology (ICT), Craighouse School has decided to provide an institutional e-mail account to each pupil, to make the teaching-learning process easier, and to strengthen communication among members of our school community.

Our institutional e-mail is linked to the Google for Education Suite, which enables communications and collaborative work online in educational centres.

Institutional e-mail account for pupils

In Year 4, all Craighouse School pupils will receive, with their families' consent, an institutional e-mail account with the @craighouse.cl domain. The purpose is to serve as support for the learning and communication processes. In this context, providing them with an e-mail account is a benefit for the students.

What should we use this e-mail for?

- To access online documents and work on them together with classmates and teachers.
- To save and organise documents from different subjects in Google Drive.
- To keep an engagement diary for commitments such as tests, projects, homework, and outings, through the calendar.
- To share information.
- To communicate with classmates and teachers.
- To keep up-to-date with school activities.

Regulations for the use of the institutional e-mail for pupils

All pupils who have an institutional e-mail account must respect and consider these points:

1. Once they receive their e-mail account, pupils are responsible for its use at all times (please refer to appendix no. 1: Good practices for the use of the institutional e-mail).
2. The e-mail account is personal and non-transferrable.
3. The institutional e-mail account is only to be used for school-related purposes (such as academic, or others related to formative and teaching-learning processes). It is forbidden to use the account for other purposes (such as for Facebook, Instagram, online games, etc.).
4. It is strictly forbidden to send and/or share information whose content violates the Craighouse School values, such as for sending erotic content, pornography, or violence, or for harassing, humiliating, or bothering other people in an act of cyberbullying.
5. When sending an e-mail message, pupils must use formal written language, particularly when contacting teachers or other members of our community.
6. All institutional e-mail accounts are personal and private; however, the school may find it necessary to access an account if there are signs of misuse.
7. E-mail accounts will be deactivated on the day in which pupils officially end their schooling within the institution. They may also be deactivated during holidays and reactivated at the beginning of the school year.
8. Pupils must be careful when opening or forwarding e-mails with attachments, received from unknown or suspicious senders. These messages may contain a virus or constitute spam. The school is not to be held responsible for damages or loss of information in files or devices due to this type of e-mail message.
9. Teachers and other staff members are not obliged to answer e-mails outside school hours. However, there may be an agreement between the parties to send and receive e-mails outside school hours. This agreement must be previously formalised through an e-mail.
10. Any pupil who observes suspicious activity in his/her account, or if it has been stolen, he/she must contact the Department of IT Support and Systems via the inspectors' office of the section.
The school will not be held responsible for loss of information and/or any incident deriving from the transgression of any of the points established in these regulations.
11. Craighouse School reserves the right to investigate any incident deriving from the transgression of any of the points established in these regulations.

Failure to comply with the aforementioned points may result in the application of disciplinary measures stipulated in the School Life Guide.

Regulation no. 2: Use of personal mobile devices

At Craighouse School we believe that mobile devices⁴ can be used as optional instruments to promote learning inside and outside the classroom. However, they are not a mandatory resource, nor should they be considered by pupils or their families as part of their school supplies.

Craighouse School has established that only pupils in the Senior Section are allowed to use their mobile devices inside the school, under the restrictions detailed below.

Use of mobile phones in class

A teacher may authorise the use of mobile devices in class for educational purposes only.

For what purposes should we use a mobile device in the school?

Pupils may use their personal mobile devices as support for their learning, through applications and/or functions that favour searching for information, sharing methods and knowledge, posing and articulating ideas, keeping an engagement diary for commitments (tests, projects, homework, and other responsibilities), keeping informed about school activities, etc.

Regulations for the use of mobile phones (smartphones)

All Craighouse School pupils must respect and consider the following points:

1. The use of personal mobile devices for pupils in the Primary and Middle Sections is forbidden. However, the head of section may authorise the use of a mobile device for teaching purposes in specific situations.
2. If a teacher or educational support professional detects the use or manipulation of a mobile phone, he/she will take it away and leave it in the head of section's office until the end of the school day, and apply the corresponding sanctions.

For Senior Section pupils:

3. Teachers may authorise the use of personal mobile devices in the classroom for academic purposes only.
4. Personal mobile devices must be turned off during class.
5. The presence of personal mobile devices during exams, tests and assessment activities is forbidden.
6. Pupils must not send information using mobile devices (text, audio, and/or images) which compromise other people's dignity or violate their rights. This

⁴ A mobile device can be defined as a small gadget with a number of different functions, such as data processing and exchange, and network connection, by means of an internal, limited memory. Within this definition there are several different types of mobile devices, from portable audio players to GPS navigators, smartphones, tablets, and laptops, among others. (Revista Científica Dominio de las Ciencias, Observaciones acerca de los dispositivos móviles, Vol. 3, no. 4, October 2017, pp. 89-103)

- includes sending messages with victimising erotic content, pornography, or violence, or harassing, humiliating, or other people in an act of cyberbullying.
7. Pupils are responsible for their personal mobile devices at all times, which includes:
 - The physical security of the device and the information that they store.
 - The setup, maintenance, repairs and software updates of the device.
 - Devices must be brought to school already charged. There are no charging stations at school.
 - Internet access should be done through the 'Students' network. Access to other school networks is forbidden.
 8. The school will not be held responsible for any possible structural or software damage, loss or theft of these devices. Please refer to Appendix no. 2: Recommendations for the use of personal mobile devices in the school.

Failure to comply with the aforementioned points may result in the pupil being banned from using a mobile device at school, as well as the application of sanctions established in the School Life Guide.

Regulation no. 3: Use of the Internet ('Students' network)

For Craighouse School, Internet access through our network is a benefit that we offer all our pupils to stimulate and enrich their educational process.

Regulations for the use of Internet ('Students' network)

All Craighouse School pupils must respect and consider the following points:

1. Access to the school's Internet network is allowed for educational purposes only. Using it to access social media (such as for Facebook, Instagram, games or gambling sites, etc.) is forbidden.
2. Pupils are only authorised to access the 'Students' network. Connection to other school networks is forbidden.
3. It is forbidden to take part in actions that elude and/or affect the security of our equipment, systems, and networks.
4. Any form of transmission, use, storage, reproduction, or distribution of material that threatens other people's dignity and violates their rights, including pornography, violence, harassment messages and/or cyberbullying, is forbidden.
5. The installation or downloading of software in our devices is forbidden, as it can harm the equipment and/or the Internet network.
6. The copy, distribution, and/or selling of academic material provided by the school through digital media is strictly prohibited. This particularly refers to any file or document protected by copyright or other intellectual property rights that may apply.
7. Craighouse School will apply all necessary filters to block access to websites considered inadequate, and which contravene the objective of our Educational

Project. However, pupils will be solely responsible for refraining from visiting sites which are not aligned with educational purposes.

8. Pupils who observe suspicious activity online must contact the Department of IT Support and Systems via the inspectors' office of the relevant section.

Failure to comply with the aforementioned points may result in the application of disciplinary measures stipulated in the School Life Guide.

Regulation no. 4: Correct use and care of ICT for learning

ICT equipment for pupils

The school has in place a number of technological resources for our pupils' learning (computers, tablets, TV sets, interactive whiteboards, etc.). Their use goes hand in hand with the teaching or formative activities defined in our class plans and led by our teachers or educational support professionals. Keeping ICT equipment in good conditions for learning is everyone's responsibility, particularly of their direct users - our students.

Regulations for the correct use and care of ICT resources for learning

All Craighouse School pupils must respect and consider the following points:

1. The use of one device (tablet, smartphone and laptop - the latter for Senior only) is allowed during class, exclusively for activities which have been authorised by the teacher.
2. It is forbidden to use technological equipment and/or resources belonging to Craighouse School for purposes other than educational.
3. It is strictly forbidden to install software in our devices which are not licensed or which constitute a risk for the safety of networks, systems, and devices.
4. It is strictly forbidden to use the school's ICT equipment to connect without authorisation to other devices, inside or outside the school.
5. Pupils are responsible for backing up their information in a storage device. The school will not be held responsible for loss of files or document from ICT equipment.
6. Any anomaly (physical or software-related) regarding the school's ICT equipment must be informed immediately to the class teacher, and then to the ICT advisor of the section, to take any necessary measures.
7. If a pupil is responsible for the damage or loss of the school's ICT equipment, his/her parents will be contacted so that they can coordinate a replacement with the ICT advisor and the head of section.
8. It is strictly forbidden to use ICT equipment for any transmission, use, storage, reproduction, or distribution of material that transgresses the Craighouse School values.

Failure to comply with the aforementioned points or the Protocols for Labs and iPad Use may result in the suspension or loss of the institutional e-mail account, and the application of the disciplinary measures stipulated in the School Life Guide.

Appendix 1:

Good practices for the use of the institutional e-mail

Correct use of your e-mail: good general practices

- Secure password: Create an alphanumeric password using upper case letters and signs.
- Protect your e-mail password. Don't share your password with other people. Remember that doing so could bring you trouble (other people may access confidential information, send e-mails with inappropriate content, impersonate your identity, etc.).
- Don't share your e-mail account. Always use a personal account for signing up in websites; otherwise they might start sending unwanted ads to your institutional account.
- Keep the operating system and the antivirus up to date. Many malicious softwares take advantage of these vulnerabilities to infect devices.
- Don't share your personal information with strangers.
- If you observe a suspicious activity in your account, or if it has been stolen, you must contact the Department of IT Support and Systems via the inspectors' office of the section immediately. Carefully follow the instructions they give you.
- For the safety of your information, don't use your e-mail account to access social media or online games.

Correct use of your e-mail: good practices when receiving messages

- Don't open unknown e-mails or their attachments.
- Don't click on links from suspicious e-mails or spam.
- Don't trust any gifts or easy-to-get promotions. They may be linked to an infected website.
- Please answer e-mails within 48 hours of reception.

Correct use of your e-mail: good practices when sending messages

- Always use the @craighouse.cl institutional e-mail to communicate with other members of the community (pupils and teachers).
- Don't send confidential information or discuss "delicate" personal matters by e-mail.
- Include a subject for each message with a short descriptive phrase. This will make it easier for the recipient to read, classify and later recover your message, and it constitutes an act of courtesy.
- Use upper and lower case correctly. You should not write the whole message in upper case, as it equals SHOUTING or expressing strong emotions. If you want to emphasise a word, you can use bold or a different colour.
- Don't send ads.
- Avoid forwarding unsolicited e-mail messages (chains, rumours, ads, etc.).
- You should respect the privacy of the messages and the recipient. Don't forward e-mails without the sender's permission.

Appendix 2: Recommendations for the use of personal mobile devices in the school

If you choose to bring your device to school, we recommend the following:

- Bring your device fully charged (set it to energy saving mode and only use it when necessary).
- Have a safe password to access your device. Remember that this password is non-transferrable.
- Avoid leaving your device temporarily in an office, classroom or common areas, even for short periods.
- If you bring a laptop, put it away when you finish using it, preferably in your locker (with a lock).
- If your device gets lost or is intentionally damaged, please inform your section so that the measures described in the School Life Guide can be taken.
- Always prefer the school's equipment.

Note:

This policy may be subject to change or revision due to national contingencies beyond the control of the school.

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