Policy

For the use of digital technologies for pupils

CRAIGHOUSE
SCHOOL

TABLE OF CONTENTS

1. INTRODUCTION

The purpose of this policy is to set forth a regulatory framework to guide our pupils in an appropriate, responsible, and healthy 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 digital environments.

This policy has been designed in alignment with the Craighouse School 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."

2. DEFINITIONS

Craighouse School is undergoing a digital transformation process as pupils live in a world of technology, which is interconnected and permanently evolving. We have therefore defined a view that aims to make our institution a beacon school in Chile, with a proactive culture that uses technology at the service of the Educational Project, and contributes at a world-wide level.

We aim to develop pupils who are empowered by promoting the integration of technology, so they become creators and innovators and, in the future, world-class leaders in innovation. Finally, we expect technology to be at the service of the school community's wellbeing and development, enabling agile, efficient, sustainable work, as well as personal and professional development.
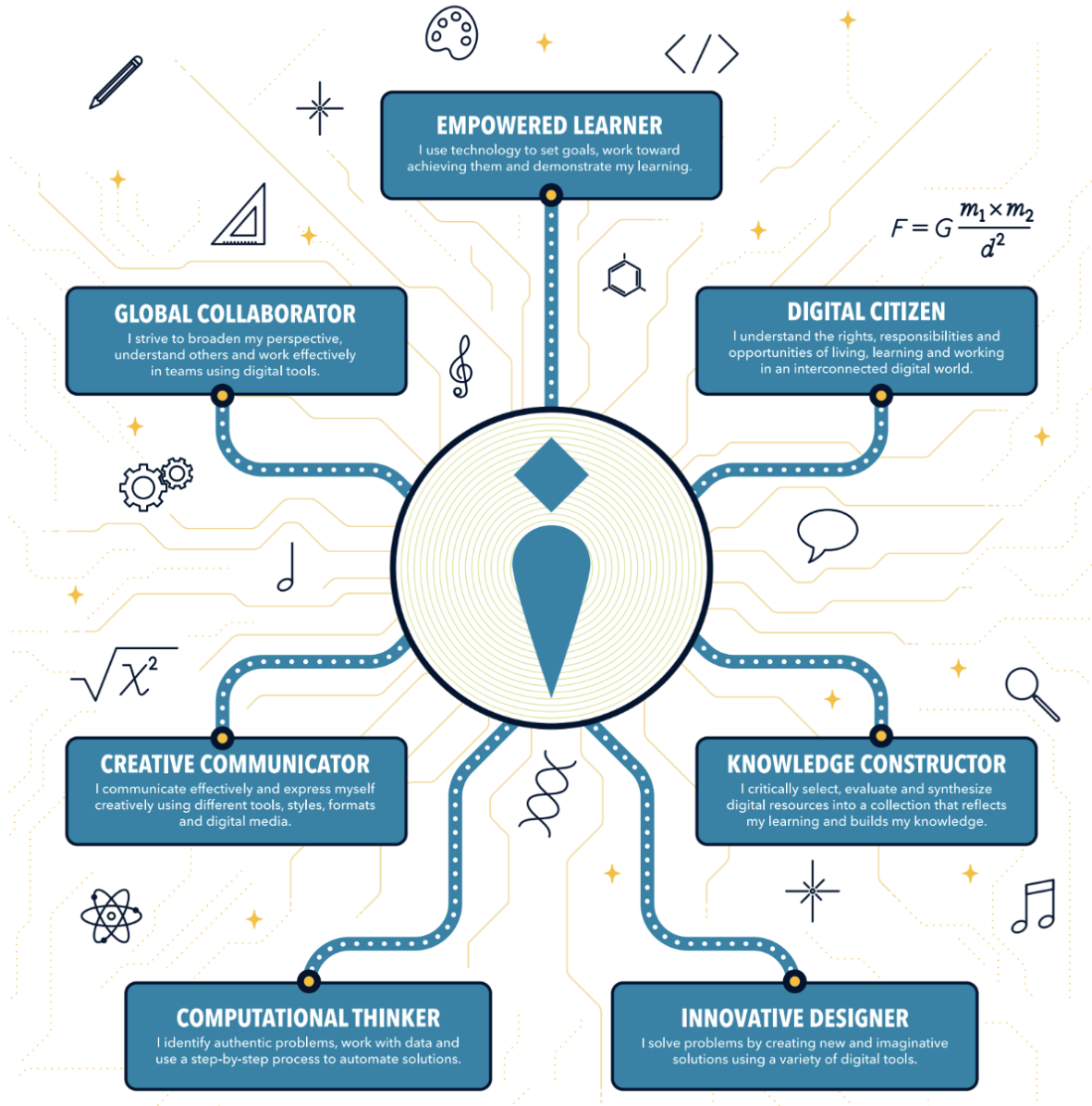
Digital age learners

Craighouse School has decided to reach this vision based on the digital age learner standards (ISTE, 2016) which seeks to develop skills in pupils so that they can become empowered learners, digital citizens, computational thinkers, global collaborators, creative communicators, innovative designers, and knowledge constructors, promoting the integration of technology and putting pupils at the centre of their learning. These standards go hand in hand with the International Baccalaureate learner profile and the Craighouse School pupil profile.

3

Digital age learner diagram (ISTE, 2016)

I AM A
DIGITAL AGE LEARNER

ISTE STANDARDS FOR STUDENTS

EMPOWERED LEARNER
I use technology to set goals, work toward achieving them and demonstrate my learning.

$$F = G\frac{m_1 \times m_2}{d^2}$$

GLOBAL COLLABORATOR
I strive to broaden my perspective, understand others and work effectively in teams using digital tools.

DIGITAL CITIZEN
I understand the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world.

$$\sqrt{x^2}$$

CREATIVE COMMUNICATOR
I communicate effectively and express myself creatively using different tools, styles, formats and digital media.

KNOWLEDGE CONSTRUCTOR
I critically select, evaluate and synthesize digital resources into a collection that reflects my learning and builds my knowledge.

COMPUTATIONAL THINKER
I identify authentic problems, work with data and use a step-by-step process to automate solutions.

INNOVATIVE DESIGNER
I solve problems by creating new and imaginative solutions using a variety of digital tools.

https://www.iste.org/es/standards/iste-standards-for-student

4

ICT use guidelines

The purpose of this policy is to set forth a regulatory framework to guide our community in an appropriate, responsible, and healthy use of technology in academic, formative, communicational, and management processes. Our objective is to help our pupils become people who are critical, proactive, and aware of the opportunities and risks that exist in digital environments.

These guidelines apply to all members of the Craighouse School community (pupils, teaching and non-teaching staff, and administrative staff) who use the school's ICT resources and infrastructure (network, computers, mobile devices, services such as e-mail, software, and school systems).

The Craighouse School community **must safeguard the correct use** of digital resources and **good behaviour in cyberspace**. We must be aware that technology is constantly evolving and that it is our responsibility to ensure that pupils become responsible citizens with critical thinking; therefore, staying updated is fundamental.

Digital citizens

According to the Ministry of Education, digital citizenship can be defined as a set of knowledge, skills, and attitudes that are fundamental to be part of a democratic society through the use of information and communications technology in a responsible, well-informed, safe, ethical, free, and participative manner, recognising and exercising our digital rights and understanding their impact on our personal lives and on the environment (2022).

The term digital relations, on the other hand, can be defined as the way in which we relate to others when using the Internet as our means of communication. This relationship must be developed in a context of respect, which enables a responsible interaction among members of the community.

According to ISTE standards, a digital citizen recognises the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, acting and modelling in ways that are safe, legal and ethical.

In order to promote positive digital relations and join efforts around the development of a set of defined skills on one hand and, on the other, to inform the different actors of our community about the skills needed to act when using technological devices or resources, we have defined the following dimensions:

Dimension	Skills[1]	Pupils' attitudes
Digital Identity and Self-care	• Identifying opportunities and risks in digital environments and applying personal protection strategies.	• I will show respect for myself through my actions. • I will be careful of any personal information that I publish online. • I will be careful when accepting friendship requests on virtual platforms. • I will use digital devices consciously and balanced. • I will be aware of the data collection used to track my online browsing.
Respect for others	• Knowing one's one rights and those of others and applying information protection strategies in digital environments. • Understanding the social impact of ICTs, applying critical thinking to the use of new technologies.	• I will show respect for others through my actions. • I will not use digital media to attack or harm other people. • I will not use digital media to create or spread rumours. • I will not use electronic communication to send messages or inappropriate or unauthorised media. • I will use respectful language when writing emails and/or publishing comments online. • I will not access other users' accounts or technology devices without authorisation from the owner. • I will respect other people's privacy and I will ask for permission before publishing photos, videos or stories about someone else online. • I will not use social media to offend others.
Respect for property	• Respecting intellectual property. • Protecting and making good use of equipment for working.	• I will request authorisation to use the school's technology resources. • I will respect copyright, mentioning and citing sources. I will also use licensed software. • I will take responsibility for the school's technological devices and I

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[1] ICT skills defined on "Matriz de Habilidades TIC para el aprendizaje", 2013, Dimensión Convivencia digital
Estándar ISTE de Estudiantes, Ciudadano Digital, ISTE. https://www.iste.org/es/standards/iste-standards-for-students, visto, agosto 2023.

		will make good use of them.

These dimensions, skills, and attitudes, define and illustrate with more clarity the importance of being good digital citizens and of promoting respectful and empathetic relations, and are the basis for the regulations included in this policy.

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.**

3. REGULATIONS

Regulation no. 1: Bring your own device (BYOD) policy as of Year 7 until Year 12

As of Year 7 until Year 12 the school has a BYOD[2] policy in place. Pupils must bring to school a portable device (laptop or tablet) whose features are sent each year by each section. The school has at their disposal an Internet connection, as well as the necessary tools and platforms for their educational activities.

In order for the learning process to be optimal, pupils must take care of their devices and avoid damaging or losing them. If that happens, they must inform the relevant section.

Pupils' devices should:
- Work properly and be fully charged (100% battery) at the beginning of each day.
- Be able to connect to a WiFi network.
- Have a secure access password.
- Have sufficient storage space available.
- Have earphones.
- Have their operating systems and browsers updated.

The school will only lend a device in exceptional cases, authorised by the teacher in charge of the subject. Devices must be requested to the section as per the protocol established for these cases. Please note that their availability is limited.

Regulation no. 2: Use of institutional e-mail for pupils

Nowadays, e-mails have become one of the most widely used means of communication. Craighouse School has decided to provide each pupil with an institutional e-mail account under the Google domain, to make the teaching-learning process easier, and to strengthen communication among members of our school community.

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[2] BYOD (bring your own device) refers to a company's policy of allowing each person to bring their own device (computer, tablet, etc.) to work.

Institutional e-mail account for pupils

Craighouse School will create an email address under the domain craighouse.cl to all pupils from Prekinder to Year 12, authorised by their parents. This email address will be activated at the beginning of the corresponding school year, under the conditions set by the School. This email address is intended to facilitate and support the teaching and learning processes by granting access to associated Google for Education services. Its usage is regulated by the Policy for the Use of Digital Technologies for Pupils. Violation of these regulations will be sanctioned in accordance with the School Life Guide. Accounts will be deactivated for any pupil who is no longer affiliated with Craighouse School.

Rules for the use of the institutional email account

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.
2. The e-mail account is personal and non-transferrable. Accounts and passwords are not to be shared. Failure to comply with this regulation will be considered a serious misconduct.
3. Forging an electronic identity is strictly forbidden. **Failure to comply with this regulation will be considered a serious misconduct.**
4. Sending and/or sharing information whose content transgresses Craighouse School values is strictly forbidden. Examples of this are using the e-mail to send erotic, pornographic or violent content; harass, humiliate, bother or perform any other action related to cyberbullying. **Failure to comply with this regulation will be considered a serious misconduct.**
5. 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.).
6. When sending an e-mail message, pupils must use formal written language, particularly when contacting teachers or other members of our community.
7. 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.
8. Craighouse School will create an email address under the domain craighouse.cl to all pupils from Prekinder to Year 12, authorised by their parents. This email address will be activated at the beginning of the corresponding school year, under the conditions set by the School. This email address is intended to facilitate and support the teaching and learning processes by granting access to associated Google for Education services. Its usage is regulated by the Policy for the Use of Digital Technologies for Pupils. Violation of these regulations will be sanctioned in accordance with the School Life Guide. Accounts will be deactivated for any pupil who is no longer affiliated with Craighouse School.
For pupils of Year 12, Craighouse School may decide, in exceptional cases, to keep these emails accounts for up to six months after the graduation date of the corresponding school year, with no further responsibility of any kind on the part of the school for the

misuse of the accounts of for opinions expressed through them, which will be the former pupil sole responsibility, and that of their parents.

9. The accounts may be deactivated during holidays and reactivated at the beginning of the school year, if necessary.

10. 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.

11. Any pupil who observes suspicious activity in his/her account, or if the account has been stolen, must contact the relevant section, who in turn will immediately contact the Department of IT Support. 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.

12. 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 as per the Procedure for the Application of Disciplinary Measures.

Regulation no. 3: Use of smartphones / smartwatches, etc.

Craighouse School **does not allow** Primary Section pupils to bring smartphones and/or smartwatches to school.

Pupils in the Middle Section may bring them but will not be allowed to use them within the school premises **for pedagogical purposes authorised by a teacher**.

Senior Section pupils may use their personal phones at school for educational purposes, with authorisation from a teacher.

When a teacher or teaching support staff detects inappropriate use of a smartphone or smartwatch, she/he will confiscate it, record a minor misconduct and leave the device in the section office until the end of the school day.

For Senior Section pupils:

1. Teachers may authorise the use of mobile phones in the classroom for academic purposes only.

2. Mobile phones must be turned off during class unless explicitly authorised by the teacher in charge.

3. The use of mobile devices, smartphones, smartwatches in exams and/or tests will depend on the specifications of each subject.

4. The school provides Internet access through the Students network. Accessing other networks set up by the school is forbidden.

Pupils in general

1. Pupils must not send information using mobile devices(text, video, audio, and/or images) which compromise other people's dignity or violate their rights. This includes sending messages with pornographic or sexual content, violence, harassment, humiliation, and/or cyberbullying. Offending, attacking, intimidating, or harassing a person through social media or digital technology, and/or showing any cyberbullying conduct, among others, **will be considered a serious misconduct, and will lead to the application of disciplinary measures stipulated in the School Life Guide**.

2. Pupils are responsible for their mobile phones at all times, which includes:
    o The physical security of the device and the information that it stores.
    o The setup, maintenance, repairs and software updates of the device.

3. The school will not be held responsible for any possible physical or software damage, loss or theft of personal mobile devices.

Regulation no. 4: Use of 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. Pupils will have access to the "Students" network, whose setup is suitable for school-aged children.

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 Facebook or 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. As per the School Life Guide, exhibiting or spreading pornographic material, or content of a sexual or explicit violence nature, **will be considered a serious misconduct**.
5. The installation or downloading of software in school devices is forbidden.
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. Any of these actions would be considered a breach of academic honesty and the disciplinary measures described in the School Life Guide would be applied.
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

10

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 relevant section, who in turn will immediately contact the Department of IT Support.

Regulation no. 5: Correct use and care of ICT resources for learning

The school has in place a number of technological resources for our pupils' learning (computers, laptops, 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.

<u>Regulations for the correct use and care of ICT resources for learning</u>

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

1. The use of one school or personal device (tablet, laptop, and smartphone—**the latter for Senior Section only** is allowed during class, exclusively for activities which have been authorised by the teacher.
2. 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.
3. It is strictly forbidden to use the school's ICT equipment to connect without authorisation to other devices, inside or outside the school.
4. 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.
5. 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.
6. 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. The School Life Guide indicates that damaging other people's property or the school infrastructure and services constitutes a serious misconduct.
7. It is strictly forbidden to use ICT equipment for any transmission, use, storage, reproduction, or distribution of material that threatens the dignity and violates the rights of other people, including pornography, violence, harassment messages, and/or cyberbullying. As per the School Life Guide, exhibiting or spreading pornographic material, or content of a sexual or explicit violence nature, **will be considered a serious misconduct**.

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Note:

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

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