



at Mesa del Sol

● global vision ● knowledge ● stewardship ● diversity ● citizenship ●

The International School at Mesa del Sol Technology Use Policy

At TIS our students have access to many valuable instructional technology tools as well as Internet access. Our goal is to teach students to utilize these electronic resources to enhance our school's instructional goals. TIS has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. An adult will supervise student use of the Internet and multimedia resources on campus at all times. ***Understand that TIS has implemented state of the art firewalls and filters to ensure that students access appropriate sites and sources. It is expected that if any systems fail, all students will continue to model the Learner Profile and notify the appropriate adult of the failure.***

General Rules for Student Use

- Student use of instructional media must be in support of grade appropriate school instruction, reflect the Learner Profile.
- Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse and the student's parent or guardian will be financially responsible for any damages.
- Students are expected to respect and not attempt to bypass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
- Students will observe software copyright laws. No students will bring software from home to copy on school computers, nor will students copy school software for personal use.
- When using the Internet, students' actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
- Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

Attached to this Technology Use Policy is *The International School at Mesa del Sol's Technology Use Agreement* that you and your student are required to sign before your student will be permitted to use TIS technology and related equipment, and the TISNM email system. Violation of the Technology Use Policy may result in a student losing his/her privileges.

No Expectation of Privacy

School network spaces are analogous to student desks or lockers and may be inspected when network maintenance becomes necessary or if students are suspected of abusing access rights, and to ensure compliance with TIS policy and applicable laws and regulations.

Computers and all other technology are used to support learning and enhance educational instruction. Computer networks and telecommunications allow people to access information from other computers in different locations. It is a general policy that all computers and other technology equipment used at TIS are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines established below shall result in the revocation of access privileges and/or disciplinary actions involving school, local, county, state, or federal agencies. A student's use of a computer at TIS is not subject to privacy protections.

Internet, a network of networks, allows users to interact with millions of other people using computers that are also connected to the Internet. It is the belief of TIS that the educational benefits to students and teachers through access to various online services and the Internet far exceed any potential disadvantages. The majority of sites accessed can provide a wealth of educational opportunities. It is the intent of TIS to provide access to such services to further the educational goals and objectives of TIS and is in full compliance with the Students' Internet Protection Act. However, parents should be aware that students using telecommunications have the potential to access unacceptable sources if they disobey or disregard school rules and guidelines. Even though the vast majority of Internet sites provide useful information, some sites may contain information that is offensive, defamatory, sexually oriented, or inaccurate. The intent of TIS is for technology resources to be used as a valuable educational tool.

an International Baccalaureate World School

User Responsibilities

As the user of technology resources provided by TIS, each student must review, understand, and accept the following rules. Failure to obey the following statements will result in loss of computer/technology of any kind privileges and/or disciplinary actions (*With the only exception being to use computer technology to complete the NM Public Education Department required student assessments, e.g. PARCC, SBA, MAPs, EOC's, etc.*).

<ul style="list-style-type: none"> • I understand that all computer use must be for educational purposes as directed by my teacher. • I will not download or play any non-educational games on a school computer or other device. • I will not use any instant messaging or chat programs. • I will not download or play music or videos from the Internet, unless directed by my teacher. • I will not use any non-school email address while at school. • I will respect personal privacy for others and myself. • I will not give out any personal information about anyone else (home address, telephone number, etc.) • I will get permission from my teacher before giving out any personal information about myself. • I will not give my password(s) to any other users. • I will only use my computer account and won't use anyone else's login id and/or password. • I will not copy, change, read or use files that belong to another user. • I understand that copyright laws protect software and ideas of other people. • I will not copy information received from any source and say that it is my work. • I will list all sources of information that I use in my projects and work. • I will not make copies of any software found on TIS's equipment or on the Internet. 	<ul style="list-style-type: none"> • I will not copy any personal software onto any computer at school. I understand that educational technology is available for the use of all students. • I will not deface, damage or destroy the equipment. • I will not waste or take supplies such as paper, printer supplies or storage devices provided by the school. • I will follow the school's computer use rules. • I will follow the rules of network etiquette, which include use of appropriate language and polite responses. • I understand that abusive language (including name calling and swearing) and bullying is prohibited. • I understand that I must follow state and federal rules when using technology. • I will not try to bypass the security measures of any computer equipment. • I will not knowingly create or introduce any virus to TIS's equipment. • I will not send or distribute unethical, illegal, immoral, inappropriate or unacceptable information of any type through electronic mail or telecommunications • I will follow the rules listed here or lose my computer privileges and face other consequences. • I understand that I have no expectation of privacy in connection with my use of school computers.
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Email and Communication Activities

When using TIS resources to access and use the Internet, students must realize they represent TIS. Whenever students state an affiliation to TIS, they must also clearly indicate that *the opinions expressed are my own and not necessarily those of TIS*. Questions may be addressed to the classroom teacher or TIS administration.

The following activities are strictly prohibited without exception

- Sending unsolicited email messages, including the sending of *junk mail* or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or texting, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding *chain letters* or other schemes of any type.
- Use of unsolicited email originating from within TIS's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by TIS or connected via TIS's network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

I have reviewed this form with my student and:

_____ Yes, my child may use technology, the Internet, and the TISNM email system at school.

_____ No, my child may not use technology, the Internet, and the TISNM email system at school (with the only exception being to use computer technology to complete the NM Public Education Department required student assessments, e.g. PARCC, SBA, MAPs, EOC's, etc.).

Notes from Parent/Guardian:

Parent/Guardian Name _____

Parent/Guardian Signature _____

Student Name _____ Grade: _____

Student Signature _____

Date _____ Day Phone _____

Please return this signed copy back to TIS, while keeping the two pages of this Technology Use Policy for your records. Without a signed document, your student will not have access to technology equipment, the Internet, TISNM email system.