



MARIAN BAKER SCHOOL
San José, Costa Rica

Marian Baker School Responsible Use Policy

(Adapted from the US Department of Justice)

INFORMATION TECHNOLOGY RESOURCES

The school's information technology resources, including email and Internet access, are provided for educational purposes. Marian Baker School (MBS) reserves the right to monitor the use of all technology on campus, including but not limited to computers, mobile devices, networking equipment, and school Wi-Fi connections.

All users should be mindful that internet usage on the school's premises may be monitored. No expectation of privacy is implied.

Access to the school network and the internet is a privilege that is tied to responsibilities. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines. Adherence to the following Responsible Use Policy (RUP) is necessary for continued access to these resources.

Students must:

1. Respect and protect the privacy of others.

As an MBS student I agree to...

- Use only assigned accounts. Accessing other people's accounts in any form is not allowed.
- View, use, or copy passwords, data, or networks to which I am authorized.
- Distribute private information about others or myself that is appropriate and with expressed permission.

2. Respect and protect the integrity, availability, and security of all electronic resources.

As an MBS student I agree to...

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Only destroy or damage data, networks, or other resources that belong to me.
- Only download, copy, or install media onto school computers or devices if it is authorized and appropriate.
- Only download any software to the MBS network or school devices if it has been approved and authorized by the network administrator or designate.



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3. Respect and protect the intellectual property of others.

- As an MBS student I agree to...
- Respect copyrights (no making, distributing, or downloading illegal copies of music, games, or movies).

Copyright information is available in the library.

- Properly cite all sources and use appropriate software as to avoid plagiarism.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.

4. Respect and practice the principles of community.

As an MBS student I agree to...

- Communicate only in ways that are kind and respectful. Any online communication should be something I could say in person: this includes emails, instant messages, digital images/videos, or social media, web postings.

- Report threatening or discomfoting materials to a teacher.
- Only access, transmit, copy, or create material that is in compliance with the school's code of conduct and comply with current laws.

Examples that DO NOT comply with the code of conduct or are illegal include, but are not limited to; messages that are pornographic, threatening, rude, discriminatory, or meant to harass, obscenity, stolen materials, or illegal copies of copyrighted works.

- Use the MBS electronic resources solely for educational purposes which in no way furthers acts that are criminal, violate the school's code of conduct, or conduct business (buying, selling or advertising) , unless approved as a school project (in the case of conducting business).

- The primary purpose of MBS email accounts is for school related communication that serves the teaching and learning at MBS. Students should not use their MBS email for personal messages during class time unless related to assignments.

- Refrain from cyber-bullying such as derogatory, obscene, or otherwise inappropriate e-mail exchanges, instant messages, digital images, or web postings.

- Accept the consequences of cyber-bullying.

5. Use social media responsibly.

As an MBS student I agree to...

- Use the Internet responsibly and productively for educational use. Personal Internet browsing,



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including social media use, on any device during instructional time, is not permit when unrelated to school business or professional development.

- Use social networks responsibly and respectfully, and not to post or display comments about co-workers, classmates, supervisors, or MBS that are vulgar, obscene, defamatory, threatening, harassing, or that are a violation of MBS policies on discrimination or harassment.
- Respect the privacy of students and/or staff by only posting pictures, audio, or video with the express permission of persons depicted (including parents of students), along with teacher or administrative approval, as applicable.
- Keep in mind that I am personally responsible for what I post online and am mindful that what I say will be available publicly for a long time.

6. Bring Your Own Device BYOD: Each user is responsible for his/her own use, and should treat and use technology responsibly and appropriately, computers and computer accessories are sophisticated devices that require care and gentle treatment to function properly; if you mistreat your device or the schools it will likely run poorly or malfunction.

A. Technology Maintenance

a. Externally

- Users are responsible for taking care of their devices and related accessories and are cautioned never to leave them unsupervised but to secure them in lockers when not in use.
- Users are responsible for taking care of audio/visual equipment when in their possession.
- Users are cautioned about how they utilize their equipment during daily activities like eating, drinking, walking, and traveling.

b. Damage

- In the case of damage caused by negligence, the user of the device is responsible for repairs or a replacement.
- Each technology user must be responsible for keeping their device in working order.

B. Ethical use of Technology: Students may use digital devices in supervised areas including classrooms, the cafeteria, and the library.

The following activities show responsible use of the internet:

- Researching
- Communicating



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- Web-based learning applications
- Responsible social networking
- Educational learning networks

Unacceptable Use:

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- Online gaming (players outside MBS) and downloading music/videos/software from the internet without permission and unrelated to academic work.
- The internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that is inconsistent with MBS ' mission. Users may not access, store, share, or display such information.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the internet is prohibited.

C. Communication Tools

- As an MBS student I understand that...
- Individual teachers may have specific policies regarding the use of technology devices in their classrooms. I will do my best to always respect these policies.
- I may use age-appropriate social networks to communicate responsibly with peers.

7. Supervision and Monitoring: School and network administrators and their authorized employees

monitor the use of information technology resources, including Wi-Fi connections to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

8. Consequences

As an MBS student I understand that...

- Deliberate attempts to violate the MBS Responsible Use Policy or to compromise, degrade, or disrupt system performance may result in restricted use of technology at school or other appropriate



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consequences, such as limiting, suspending, or revoking a student's access to the school's technology systems or the network.

- I am subject to the Disciplinary Code of Conduct and Consequences as published annually in the Parent Student Handbook.