

# TECHNOLOGY

LAS encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The school provides access to a multitude of technology resources which provide opportunities to enhance learning and student engagement, assist staff and students in acquiring new skills, and improve communication throughout our community within LAS and the global community beyond. However, with any privilege comes responsibility from students, teachers, support staff, and the public to exercise appropriate personal responsibility in the use of these resources. The following policy and guidelines have been developed not only to protect LAS' investment in technology, but also to inform users of appropriate and responsible usage.

## 5.1 LAS RESPONSIBLE USE POLICY

### 5.11 DEFINITIONS

- "Technology devices, digital resources, and network infrastructure" is defined as LAS' network, WiFi, the Internet, Google Apps for Education/G-Suite, email, hardware, software, apps, printers, peripheral devices, individual computer devices, smart devices, mobile devices, and web-enabled devices.
- "Information Technology" is defined as Internet access, blogging, podcasting, email, published and unpublished documents, various forms of multimedia, and information systems/databases.
- "Educational use" is defined as a use that supports communication, research, teaching, and learning.
- "Devices" refer to LAS owned/leased devices, employee-owned devices, and student-owned devices.

### 5.12 DIGITAL CITIZEN

One of the roles of LAS is to help our school community to be responsible digital citizens who use information and technology in safe, legal, and responsible ways. A responsible digital citizen pledges to:

- Respect Myself: I will show respect for myself through my actions, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- Protect Myself: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- Respect Others: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will

not visit sites that are degrading to others, pornographic, racist, extremist, or inappropriate. I will not enter other people's private spaces or areas.

- Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- Respect Intellectual Property: I will request permission to use copyrighted or otherwise protected materials. I will properly cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.
- Protect Intellectual Property: I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

## 5.13 EXPECTATIONS

Responsible use of LAS' technology resources are expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each technology user has the responsibility to respect every other person in our community and the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators and the IT Department may review files and communications (including email) to ensure that users are using the system(s) in accordance with school policy. Users should not expect that files stored on services, school cloud-hosted domains, or disks will be private. Users should also understand that school servers, firewalls, and web-content filtering software regularly record Internet and system usage activity in log files.

Users are expected to abide by the generally accepted rules of 'netiquette' and respect other people's time and bandwidth. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with the school's educational and residential objectives, mission, and curriculum.
- Transmission of any material in violation of Swiss and EU laws are prohibited. This includes, but is not limited to copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to the network or WiFi, software, data, user accounts, devices, hardware and/or unauthorized access or hacking.
- Data stored on LAS-managed devices, servers, and cloud-solutions are the property of the school, and as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content and data protection standards.

*NOTE: Some activities are expressly prohibited by law!*

## 5.14 USER ACCESS AND EXPLANATION OF GUIDELINES

Access to information technology through LAS is a privilege, not a right. Students, parents, and faculty/staff are expected to read and abide by the school's Responsible Use Policy, and to sign and return the [LAS Responsible Use Agreement](#).

LAS Responsible Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web-enabled devices, and network infrastructure will be governed by the school's data protection, child protection, responsible use, and disciplinary policies as outlined in the Student Handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in the LAS Responsible Use Policy or Student Handbook. All users are expected to understand and comply with both the "letter" and "spirit" of these policies and show good judgement in their use of these resources.

LAS provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a faculty member or the IT department.

### User Responsibilities

- Individual users are responsible for their use of the network and Internet and are expected to use discretion when using the school's technological resources.
- LAS staff are responsible for explaining guidelines for technology and Internet use to students in the classroom, as well as dormitories, and are responsible for monitoring student access to these resources. Teachers should evaluate websites for appropriate content before directing students to them.
- Users who are provided access to restricted or sensitive data and files need to exercise care to prevent unauthorized persons from gaining access to such information. Users must make a good faith effort to maintain the confidentiality of such information.
- Users shall not modify files, other data, or passwords belonging to other users, or misrepresent or hack other users on the network or Internet.
- Email accounts are provided to each user. Email is not to be considered a private, personal form of communication. Additionally, the contents of any communication of this type could be governed by Swiss and EU data protection regulations. The school would have to abide by and cooperate with any legal or subject access requests for email contents by the proper authorities or data subjects.
- Since email access is provided for education- and school business-related use, the forwarding of messages that have no educational or professional purpose are not considered acceptable use.
- Attachments to email messages should include data files only. At no time should .exe program files be attached due to software licensing requirements.
- No resources or access provided by LAS may be used for commercial gain.

- Users are responsible to inform the IT department of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of copyright violations, and any other inappropriate issues involving the use of hardware or access.

Inappropriate technology use includes but is not limited to the following:

- Leaving devices open to unsupervised or unauthorized access when logged into any LAS-managed system.
- Interfering with the normal functioning of devices, computer systems, or networks.
- Damaging, theft, or hacking of devices, networks, computer systems, or data.
- Bypassing or hacking school network, firewall, or cybersecurity systems and controls.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive, harassing, or inflammatory messages and content.
- Accessing dangerous information or websites that, if acted upon, could cause damage, danger or harm to self or others.
- Misrepresenting yourself or others online, or forging email messages or posts.
- Giving your username or password to another user, or using the username/password for someone else to access any part of the system.
- Viewing, transmitting, or downloading pornographic, obscene, violent, graphic, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting or bullying others, advocating or endorsing radicalization/extremism/terrorism, posting private or personal information about another person, spamming the school or other email systems, violating any Swiss or EU data protection or child protection regulations, or not abiding by school technology policies.
- Violating copyright laws and/or school policy on plagiarism.
- Copying software or applications from LAS devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources or interfering with WiFi signals through use of personal hotspots.
- Destruction/vandalism of system software, applications, files or other network resources.
- Employing the network or school-owned devices for commercial or political purposes.
- Hacking or other illegal activities attempt to gain unauthorized access to restricted files, sensitive data, network/WiFi, other devices, or computer systems.
- Uploading any harmful form of programming (virus/malware), bypassing firewalls and filters, installing any type of server, gaming consoles or computers, aliasing/spoofing, peer-to-peer networks, or remote-controlled software or devices.
- Possession and/or distribution of any software or hardware tools designed to facilitate any of the above actions will also be considered an offense.
- Connecting personal devices to the LAS network without permission and proper WiFi access codes from IT department.
- Saving inappropriate files to any part of the system, including but not limited to:
  - Music files
  - Movies
  - Video games of all types, including ROMs and emulators
  - Offensive, pornographic, violent, or graphic images or files

- Programs which can be used for malicious purposes
- Any files for which you do not have a legal license
- Any file which is not needed for school purposes or class assignments and/or takes up considerable storage space on the device
- Users that violate the student code of conduct, or contribute to the violation of any other student, including but not limited to cheating, plagiarism, hazing or harassment, bullying, theft, falsification of data, possession of banned substances/items, etc.

## 5.15 DEVICE RESPONSIBILITY

Users are issued laptops and/or devices for use in school. This section provides users with information about taking care of the equipment, using it to complete school work, and being a good digital citizen.

Users are reminded that use of LAS technology is a privilege and not a right and that everything done on any LAS-owned computer, device network, or Internet connection may be monitored by school authorities. Inappropriate use of LAS technology can be result in limited or banned computer use or network access, disciplinary consequences, and/or legal action.

### 5.151 Ownership of Device

LAS retains sole right of possession of school-issued devices. These devices are lent to the students for educational purposes for the academic year. Moreover, LAS IT staff and school administrators retain the right to collect and/or inspect electronic devices at any time, including via electronic access and to alter, add or delete installed software or hardware.

### 5.152 Responsibility for the Device

Students are solely responsible for the electronic devices issued to them and must adhere to the following:

- Students must comply with the LAS Responsible Use Agreement when using their devices.
- Students must make sure their device(s) are fully charged and ready to use in the classroom, as needed.
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in its protective case and not permanently affix stickers or decals.
- Students must promptly report to the IT department any problems, loss, or breakage with their devices.
- Students may not remove or interfere with the serial number and other identification tags or labels.
- Students may not attempt to remove or change the physical structure of the device, including keys, screen cover, or plastic casing. At no time should students attempt to open the device or remove internal parts.
- Students may not attempt to install or run any operating system on their devices other than the operating system and software supported by the IT department. Students must not attempt to update OS versions.
- Students are expected to keep their device clean and in good working order.

### 5.153 Responsibility for Electronic Data

Users are solely responsible for any apps or extensions on their devices that are not installed by the IT department. Users of LAS technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on their device, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

## 5.16 PERSONAL USE OF LAS TECHNOLOGY RESOURCES

LAS permits the incidental use of the network, Internet connections, email and LAS-managed G-Suite to send personal email, browse the Internet and make personal use of devices (LAS-owned or otherwise) subject to certain conditions set out in this policy. Personal use and access is a privilege and not a right. It must not be overused or abused. LAS may withdraw permission for it at any time or restrict access at the school's discretion.

Personal use must meet the following conditions:

- Usage must be minimal and take place outside of normal school and study hours
- Usage must not interfere with class time, business, or office commitments
- Usage must not commit or incur any marginal costs to LAS
- Usage must comply with LAS discipline, schools policies, Swiss law, and data and child protection regulations

Users should be aware that personal use of LAS technology resources may be monitored and, where breaches of this policy are found, action may be taken under disciplinary procedures. LAS reserves the right to restrict or prevent access to electronic communication, telephone numbers, or Internet sites if the school considers personal use to be excessive.

## 5.17 CONTENT FILTERING

LAS uses software and hardware designed to block access to certain sites and filter content as required by data protection and child protection best practices. LAS is aware that not all appropriate information can be filtered and the school will make an effort to correct any known gaps in filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Students will inform the IT department, teachers or school administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profiles. While using LAS technology resources, no user may attempt to bypass the filtering system or network firewalls or attempt to access the Internet in any other way (i.e. mobile device hotspots). LAS attempts to educate users about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms, and cyberbullying awareness and response.

## 5.18 MONITORING

LAS monitors the use of the school's network and Internet connection to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to

information stored and transmitted over the school's network. The information on the network in general files and email is not private and is subject to review by the IT department at the request of LAS administration to substantiate inappropriate activity and to comply with requests of law enforcement during investigations, data subject access requests, and data protection supervisory authorities.

CCTV monitors the entrances of all LAS campus buildings, as well as the interior of the Magic Mountain Athletic Center on a 24-hour basis. This data is recorded and reviewed solely for safety and security.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the LAS Responsible Use Policy, other school policies, handbooks, Swiss laws, or data protection regulations.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or school policies. The investigation will be reasonable and in context of the nature of the alleged policy violation.<sup>2</sup>

## 5.2 LAS SOCIAL MEDIA POLICY

This section deals with the use of all forms of social media, including Facebook, WhatsApp, LinkedIn, Twitter, Google+, Wikipedia, Whisper, Instagram, Vine, Tumblr and all other social networking sites, internet postings and blogs. It applies to the use of social media for school purposes, as well as, personal use that may affect LAS in any way.

Social media should never be used in a way that violates any other LAS policies. If an Internet post would violate school policies in another forum, it will also violate them in an online forum. For example, students should not use social media to:

- breach the LAS Responsible Use Policy & Agreement
- breach LAS' obligations with respect to the rules of relevant regulatory bodies
- breach any obligations contained in policies relating to confidentiality
- breach the school's discipline policy or procedures
- harass or bully other students or staff in any way
- discriminate against other students, staff, or third parties
- breach LAS data protection policies - never disclose personal information about a student or staff online
- breach any other laws or regulatory requirements

### 5.21 PERSONAL USE OF SOCIAL MEDIA

Occasional personal use of social media during school hours is allowed so long as it does not occur during class time, involves immature or inappropriate content, does not interfere with study or class assignments, and complies with this policy.

### 5.22 GUIDELINES FOR THE RESPONSIBLE USE OF SOCIAL MEDIA

Users should make it clear in social media postings, or in their personal profile, that they are speaking on their own behalf. Write in the first person and use a personal email address.

Users should be respectful to others when making any statement on social media. Users should be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.

If a user discloses their affiliation with LAS on their profile or in any social media postings, they must state that their views do not represent those of the school (unless authorised to speak on the school's behalf). Users should also ensure that their profile and any content posted is consistent with the age-appropriate or professional image they present to friends, associates, and colleagues.

If a student is uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until they have discussed it with a teacher, dorm staff, or faculty family parent.

If anyone sees social media content that disparages or reflects poorly on others and/or LAS, they should contact the IT department.

## 5.23 SOCIAL MEDIA MONITORING

LAS reserves the right to monitor, intercept and review, without further notice, student and staff activities using its technology resources and communications systems, including but not limited to social media postings and activities, to ensure that LAS policies are being complied with for legitimate purposes. Users consent to such monitoring by their use of such resources and systems.

For further information, please refer to the Monitoring section in the LAS Responsible Use Policy.

## 5.24 BREACH OF THIS POLICY

Breach of this policy may result in disciplinary action up to and including dismissal. Any student suspected of committing a breach of this policy will be required to cooperate with any investigation by LAS administrators and the IT department, which may involve handing over relevant passwords and login details.)

Students and staff may be required to remove any social media content that LAS considers to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

# 5.3 IT OPERATIONS

## 5.31 IT SUPPORT

Students are able to request IT Support through the following means:

- Web Portal: <https://support.las.ch>
- Email: [itsupport@las.cn](mailto:itsupport@las.cn)
- Phone: x4819

- In Person - Vermont IT Office, Monday-Friday 0800-1630

## 5.32 REPAIRS

LAS only allows Apple-Authorized repairs for its laptops and devices.

1. When a laptop is damaged, the IT department will handle the Apple-Authorised repair process, as well as guide students and parents/guardians through any financial implications of the repair.
2. All laptops are covered under a standard warranty using our preferred Apple-Authorised repair center.
3. At first, expenses due to damage not covered under warranty will be charged to the student's Personal Account.
  - Damage from negligence is not covered by our insurance policy and will be charged in full to the student account.
4. For more information on repairs and replacements, please contact IT Support.

Students and parents may not seek repair of LAS laptops themselves (including taking their LAS laptop to an Apple Store) - this must be done through the LAS IT Department.

Details of the repair process are available upon request, but will be communicated (both verbally and in writing) immediately after a broken laptop is reported to the IT Department.

## 5.33 EQUIPMENT DISTRIBUTION

Aside from new student registration, where laptops are collected as part of the registration process, the IT department will plan and communicate (via LAS email and posters around campus and in dorms) the laptop distribution times and dates based on the time-frame of students returning. It is the student's responsibility to make sure their LAS laptop is collected and working before classes start.

## 5.34 EQUIPMENT COLLECTION

LAS IT will communicate (via LAS email and posters around campus and in dorms) the return dates and times for laptops. This will be in May each year, shortly after classes/exams end and before students leave for Culture Trips. It is the student's responsibility to return their laptop and charger to IT before leaving LAS. Failure to do so will result in a charge to the student's personal account for a replacement laptop.

If for any reason, a student needs to leave LAS before the end of an academic year, the LAS laptop and charger MUST be returned to the IT department before the student departs from campus.

## 5.35 IT RESOURCE ADMINISTRATION

Use of LAS hardware and software, as well as, data and services accessed through the school's network and its Internet connections may be controlled and analyzed within the context of LAS policies. The school has implemented security controls and usage monitoring on all devices connected to the school network.