

## **Acceptable Use of Technology Policy**

### **1. Purpose**

The purpose of this Policy is to establish clearly how students and teachers are committed to a responsible and ethical use of the Internet and of technology in school and outside of school.

### **2. Scope**

This Policy applies to students, parents, faculty and staff of Marymount International School Rome.

### **3. Definition**

Students at Marymount are encouraged to use and enjoy the latest technology to support and enhance the learning experience as long as it is used in a safe and appropriate manner. They are responsible for exercising good judgment and behaviour whilst using the School's IT equipment or any other tech device.

Any use of Technology that brings the School into disrepute will be treated with the utmost seriousness and will result in disciplinary action.

The following is designed to provide you with a basic guide to the safe and acceptable use of all technology at Marymount International School (including but not limited to Computers, iPads, Cellphones, smartwatches and MP3 players).

### **4. Basic Safety Rules**

- The School uses application filters on its servers. Parents should activate the appropriate Parental Control on all their children's devices to support safety and security. The IT help desk can assist parents who wish to set parental control
- You may only log on to the school network as yourself. Do not use someone else's login name or password or share your login and password details to anyone else or allow anyone else to use them
- Be aware that the School can check your computer files on the server at any time to see which sites you visit during school time.
- Do not use bad language, bully or try to access inappropriate material online.
- Cell Phones must be switched off and out of sight during lessons unless permission has been given by the teacher to use them.
- Middle School students may bring mobile phones to School but they must remain switched off and in the locker during the School day and may only be used with the express permission of the Middle School Coordinator.

- During the school day, High School students may use mobile telephones only at break, lunch and/or study periods and only in the designated areas.
- iPads, computers and internet browsers may not be used during lessons unless permission has been given by the teacher to do so.
- Under no circumstances are you to use social networking sites, personal email or Skype during the school day.
- You are not to record anything during lessons unless the teacher requests that you do so.
- You must not wear earphones when walking around the campus at any time.
- Attempting to bypass the School's web filters by using 3G/4G-capable devices and/or VPNs (Virtual Private Networks) to access the internet is strictly prohibited.
- Do not give out your personal details online and never arrange to meet a stranger.
- Respect copyright and do not plagiarise work.
- During the school day, you may only use the computers for educational purposes.
- The taking, possession or distribution of indecent images is strictly forbidden.
- Do not attempt to go beyond your authorised access.
- Do not make deliberate attempts to disrupt the computer system or destroy data
- Do not alter school hardware in any way.
- Do not have any inappropriate behaviour related to electronic communication in compliance with Italian Law n.71 May 19,2017 such as take, post or share a photo or recording of another student, member of staff without their permission.
- Do not harass another person. 'Harassment' is persistently acting in a manner that distresses or annoys another person.
- Do not knowingly or recklessly send or post false, defamatory or malicious information about a person.
- Do not post or send private information about another person without their prior agreement.
- Do not use the Internet for gambling.

- Bullying of another person either by email, online or via texts will be treated with the highest severity. (See Anti-Bullying Policy and law).
- Do not access material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people. NB - If you mistakenly access such material, please inform your teacher or another member of staff immediately or you may be held responsible.
- If you are planning any activity which might risk breaking the Acceptable Use Policy (e.g. research into terrorism for a legitimate project), an appropriate member of staff must be informed beforehand.
- Do not attempt to use proxy sites on the Internet. The School has put filters in place to limit access to sites that would bring the School into disrepute or mean the safety of students is jeopardised. If a student was to access such sites through their own means, they would face disciplinary action.

#### 4. Email Etiquette

- Be polite and appreciate that other users might have different views to your own. The use of strong language, swearing or aggressive or bullying behaviour is unacceptable.
- All students will be provided with a Marymount email account. This account should be used to communicate with Marymount teachers and staff. Under no circumstances should you use your personal email account (Gmail, Hotmail, Yahoo! etc.) to contact Marymount teachers and/or staff.
- You should check your School email at least once a day during term time for new messages.
- Do not reply to spam emails as this will result in more spam.
- All emails sent from the School reflect on the School name so please maintain the highest standards.
- Do not use personal email (including webmail) during lessons unless your teacher has given permission.
- Do not join mailing lists without the prior permission of IT. • Only send mail to a distribution list if you really have to.
- If you receive an email sent to you in error, please inform the sender as soon as possible.
- If you receive an email containing material of a violent, dangerous, racist, discriminatory, defamatory, offensive, in breach of copyright or other inappropriate content, always report such messages to a member of staff. The sending or receiving

of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

Any breach of this policy will result in appropriate disciplinary action.

#### 5. Privacy

All files and emails on the school server are the property of the School. Computer storage areas and removable disks will be treated like school lockers. As such, system administrators and staff have the right, upon the permission of student's parents, to access and review them, to ensure that student are using the system responsibly.

#### 7. References

Marymount Academic Honesty Policy, May 2018  
Marymount Anti-Bullying Policy, February 2018  
School Mission Statement, 2012  
Italian Law n.71 May 29, 2017

#### 8. Further Information

Questions regarding the content of this Policy should be directed to the Principal / Headmistress.

#### 9. Record of Approval

This Policy was approved by the Board of Regents in May 2018

This Policy will next be reviewed in May 2019