



## **International School of Panama Responsible Use Commitment and User Agreement**

The International School of Panama curates a robust digital ecosystem of websites, apps, hardware, and electronic systems to support the ISP mission and values. These resources may include, but are not limited to the following: school network, internet access, servers, computers, mobile devices, wearable technology, robotics, software, apps, and new technologies as they become available. In order to create a safe and meaningful learning environment, we ask all community members to commit to the following expectations:

### **Appropriate Use**

Students will:

1. Use all digital tools and technology in an ethical, legal and appropriate manner, in compliance with all school policies and code of conduct.
2. Use the school network, digital resources, and devices for academic purposes consistent with the educational mission of ISP. Digital learning spaces including, but not limited to, learning management systems, blogs, podcasts, virtual classrooms, class websites, learning applications, library resources and databases, and video channels are considered an extension of the classroom.
3. Communicate with appropriate language and treat others with respect and kindness, as well as demonstrate positive online behavior at all times.
4. Thoughtfully care for any device in their possession. This includes keeping the device clean, keeping it away from food or liquids, and holding or placing it carefully, so the device doesn't fall and break.
5. Respect the intellectual rights of others by following fair use laws and only use copyrighted material with permission and the proper credit, complying with all Panamanian and international regulations.
6. Abide by the terms of use of all websites and digital resources. (Example: If a site requires a user to be at least 13 years old or have parent permission to access, follow all stated policies). Students will only access or download licensed copies of software.

7. Be assigned individual online accounts to access age-appropriate websites, apps hardware, and school software. Students are responsible for maintaining the security of their accounts and must not disclose passwords to anyone other than a school administrator or parent or guardian.
8. Understand that all electronic communication and files and user activity on school networks, school devices or personal devices used on the school campus may be monitored for appropriate use.

### **Inappropriate Use**

There are certain behaviors that can be harmful to students, the ISP community, and network security. We expect students to refrain from these types of behaviors and practices. These include, but are not limited to:

1. Using digital tools or technology for illegal purposes or to harm, harass or bully others.
2. Sending, posting or possessing materials that are threatening, illegal, obscene, sexually explicit, damaging to another person's reputation, or which use abusive, inflammatory, vulgar or hateful language.
3. Disabling a device from school internet filtering or encrypting communication to avoid security and safety protocols.
4. Taking photos, video or audio recordings of others without consent.
5. Accessing or attempting to access non-authorized accounts, networks, or systems.
6. Sharing passwords of any school account with an unauthorized user.
7. Using another person's account, impersonating another user, modifying or destroying another user's files, or interfering with another user's ability to post, transmit or receive messages and files.
8. Divulging personal or confidential information regarding a student or staff member through electronic communication.
9. Violating the intellectual rights of another person, not complying with copyright and fair use laws or downloading pirated/unlicensed software or files. This includes but is not limited to sharing instructional content created by ISP teachers and coaches or reproducing textbook materials.



10. Using school digital or technology resources in a wasteful manner, disrupting other users, or without permission of their classroom teacher or administrator. This includes but is not limited to sharing information to access virtual classrooms, workshops, or special events.

Students who violate the responsible use commitment and user agreement may result in disciplinary action based on the ISP Family and Student handbook, including but not limited to, confiscation of the mobile device, or the loss of technology access at school.

### **Policy for Personal Devices (including BYOD)**

1. In grades 6-12, ISP will permit one personal tablet or laptop computer per user to access the school network for educational purposes. Students are expected to bring their device everyday, charged and ready to access their learning platforms.
2. Students are responsible for the safety and security of their device. ISP is not responsible for the loss, theft or damage of a personal device.
3. Students are responsible for the maintenance and repair of their personal device. ISP may provide basic troubleshooting advice when appropriate to assist students in accessing school learning platforms or the internet.
4. Elementary school students are not permitted to bring a personal device to school, unless they have special authorization from a teacher or administrator. Parents may contact the front office to communicate with their child during the school day, rather than through a personal device.
5. Middle school and high school students may bring their cell phone to campus, but the device must remain put away during classes, unless given express permission from the classroom teacher.
6. If a student uses their personal device in an inappropriate manner, the device may be confiscated and returned after school and/or only to a parent/guardian.

### **Policy for ISP-issued 1:1 iPads and other ISP-owned devices**

1. ISP will issue an iPad to every PreK and elementary school student for academic purposes.
2. iPads for PreK and elementary school students may be taken home for continued learning when assigned by the homeroom teacher and with permission of the parent or guardian.
3. Students will leave the protective cover on their device at all times.
4. School device settings and account information may not be altered by the user.



5. School issued devices will be maintained and repaired by ISP personnel. If a student has a technical issue with a school-issued device, they must reach out to the ISP technology department immediately for assistance (techhelp@isp.edu).
6. Students are responsible for the physical and digital safety of their devices. Water damage, deliberate or negligent damage, or the loss or theft of a school-issued device will be the financial responsibility of the student.
7. ISP will be responsible for routine maintenance, normal wear and tear of a device and one major incident, such as a cracked-screen or a stuck headphone jack. An additional major incident will be the financial responsibility of the student.
8. All students at ISP may have access to school-provided technology including but not limited to laptop or desktop computers, robotics equipment, AV equipment and portable keyboards. Students are responsible for treating all technology with care.

### **Agreement**

- I understand the behavior expectations for my child when using technology or navigating digital spaces at ISP.
- I understand the expectations for my child to take care of a personal or school-issued device.
- I agree that ISP can set up user accounts for age-appropriate digital learning platforms and software that support and align to mission and learning goals for my student.
- Elementary school only: I give permission for my child to take their iPad home from school for continued learning. I understand my child will keep the device safe from damage, loss or theft, and I will be financially responsible for any deliberate or negligent damage or loss of an ISP device in my child's care.

Student name \_\_\_\_\_

Parent name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_