

# VICTORIA Media Policy

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## *Introduction*

When reading this policy particular attention must be paid to the phrases “Student” and “User”. “Users” include all members of the school community who use our technology infrastructure, including students, parents and employees. Independent contractors, consultants, volunteers, temporary workers, visiting scholars, campus visitors also are subject to the same rules and policies.

All students and staff should familiarize themselves with this Policy. Once students and parents have reviewed this policy they must sign and return the **VICTORIA Media Policy** to Reception.

As a condition of using VICTORIA School technology, all users agree to comply with this policy as well as with other applicable Mexican/international laws, rules, policies or regulations. Access to VICTORIA School technology is a privilege which the organisation can suspend or revoke at any time.

The following **VICTORIA Media Policy** is designed to establish acceptable and appropriate use of VICTORIA'S technology resources; that is, computers and information systems, networks, peripheral devices, photocopiers, telephone and equipment, as well as other technological resources. VICTORIA School provides and maintains this technology to support the educational programmes and operations of the organization. This policy applies to all technology owned or maintained by VICTORIA School, as well as all users connected to this technology, whether on or off campus. When onsite, users' personal devices may also be guided by aspects of this policy.

Internet and network access is not a public service, so the school may at any time monitor the use of computer systems, networks, internet access and services etc. Actions may be taken against users who do not comply with VICTORIA policies.

## *1. Cyber Security*

Firewall and filtering strategies are in use and the school takes all reasonable precautions to ensure that users access only appropriate material; however, it is not possible to guarantee that unsuitable material will never appear on a school computer. VICTORIA School cannot accept liability for the material accessed, nor any consequences of internet access. The school's network filters will be applied to the school internet and WIFI network and any attempt to bypass the network filters when using school equipment is prohibited. If staff or students discover unsuitable sites, the URL (address) and content must be reported to the school head (Primary or Secondary) and marked urgent.

## *2. Teaching Staff and Cyber Security*

1. Teachers should be aware that they are held to a higher standard at all times.
2. Staff should only store information and photographs of students on devices and networks which are owned and managed by VICTORIA.
3. Teachers and students may not “friend” each other on social networking sites.
4. Employees are held to the same standards off campus as they are on and this includes electronic media and communication.
5. Employees do NOT have a right to privacy with respect to communication with parents and

students.

6. Teachers may be asked to give the types/addresses of all media used to communicate with parents and students.
7. Electronic communication between staff and students must always be school focused, academic or pastoral in nature.
8. Employees are responsible for the content of their social networking sites and can be questioned about them by the administration if the content is disrupting learning at the school or infringing on the rights of other members of the school community.
9. If the employees' use of electronic media is impairing their ability to perform their job, then they are liable to disciplinary action.

### ***3. Personal Security***

1. Teachers' school email addresses are published on the school's public sites. Staff personal emails addresses and student information must not be published publicly.
2. In line with Mexican internet privacy laws, website photographs that include students will be selected carefully and will not enable individual students or non-managerial staff to be identified, unless approval has been granted on the Photo Authorisation Form included in the school's Student Application Form.
3. Students should never have direct access to post on [www.victoriaschool.edu.mx](http://www.victoriaschool.edu.mx) and their posts on other sites and forums controlled by the school will always be checked and authorised by staff.
4. Users will ensure that all videos and photographs shared on any internet site are shared only with a link and cannot be found by any search engines.
5. Electronic communication between all users must always be professional, respectful and with an academic focus.
6. We value freedom of speech. However, it is internationally recognised that free speech has responsibilities and limitations. Freedom of speech does not cover statements which:
  - a. inspire disruption in public places (including school);
  - b. inspire violence;
  - c. use profanity or obscenity;
  - d. contain defamation;
  - e. negatively affect the rights of individuals.

### ***4. Cyber Bullying***

1. Users should not use VICTORIA technological resources to post defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive, or illegal material on the internet.
2. THINK before you post. Every time you post, no matter what your privacy settings are, you WILL lose control of it. So, is it:
  - T – True?
  - H – Helpful?
  - I – Interesting?
  - N – Necessary?
  - K – Kind?
3. Users should not attempt to go beyond their authorised access and are permitted to access only

to those parts of the computer system which they need. Levels of access will be decided by the school directors (in the case of faculty) and by the director (in the case of administrative staff). This includes attempting to log in through another person's account, sending e-mails while masquerading as another person, or accessing another person's files in their directory.

4. Users should not re-post a message that was sent privately without the permission of the person who sent the message and should not post private information about another person.
5. Users shall not read, copy, modify or erase other people's files without their permission.
6. Students/Parents shall not post/upload videos filmed in school on interactive websites such as "You Tube".
7. Users shall not use the internet to bully or harass fellow users with the use of inappropriate language or labelling, directly or indirectly. We take all forms of bullying and harassment very seriously.

### ***5. Physical System Security***

School devices/computers with sensitive information installed on them should be secured in a locked room or facility during non-school/working hours. School devices, whenever possible, must be password-protected.

Computer system security is the responsibility of the school technician with the support of the school's director. Any user who finds a possible security lapse on any school system should inform school heads immediately.

### ***6. Plagiarism and Copyright***

1. Users must differentiate between what is of public domain and what is not.
  - The internet is a public domain and all usage of third party resources must be duly authorised by and/or attributed to the owner.
  - Resources which are stored electronically on VICTORIA networks where public access is not allowed are not in the public domain, so users may stay within the boundaries of the "Fair Use Doctrine" of copyright law. In education, this law includes what we print and what we photocopy.
  - In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:
    - *The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;*
    - *The nature of the copyrighted work;*
    - *The amount of the portion used in relation to the copyrighted work as a whole;*
    - *The effect of the use upon the potential market for or value of the copyrighted work.*

**Fair use doctrine can be complex and as educators you should be familiar with it.** For more information please read the Wikipedia article - 9/7/2013 - [http://en.wikipedia.org/wiki/Fair\\_use](http://en.wikipedia.org/wiki/Fair_use)

2. Users should not download or install any software onto network drives or disks.

### ***7a. Policy for Computers Used in School***

1. Students should only use a teacher's classroom computer when the teacher has authorised it and is present.
2. Students should never go into any computer lab if a teacher is not present.
3. Users should not make deliberate attempts to disrupt the computer system or destroy data by, for example, spreading computer viruses or altering the configuration of the system.

### ***7b. Computer Network Accounts***

1. On first use of a network account you will be provided with a temporary password which you must change.
2. You may also be periodically required to change your password at login.
3. Your network login is personal and private and must never be shared with others.
4. If users experience a problem and forget their password, or it simply does not work, they should go to Gloria Sánchez Castro / Mariana Sánchez / Jessica Moreno Nieves.

### ***7c. Users should not use VICTORIA technology/networks for the following non-educational activities***

1. For commercial purposes, defined as offering or providing products or services.
2. For purchasing products or services.
3. Social networking sites which are not used for school-related work.

### ***8. All staff must abide by the following rules and conditions:***

1. Your accounts are personal and private. Please do not share passwords with any other user.
2. Unless permission is given, all on-line content can only be shared within the VICTORIA community. Please make sure that the privacy settings are set to share with link only. If you do not understand this, please ask the school technician.
3. Your email account must be checked daily before 8 a.m. and periodically during the day.
4. You will always use respectful language, with a respectful intention.
5. The website and account manager, with the permission of the school director, may monitor your account and its content whenever required. If any misconduct is detected in relation to the account use, it will result in suspension of your account and further sanctions may be taken.
6. All user account content remains school property.
7. If you believe somebody has access to your account change the password immediately and please inform school heads and send a copy of the mail to [dgilby@victoriaschool.edu.mx](mailto:dgilby@victoriaschool.edu.mx) .

### ***9. School Website***

1. All users who post in the name of VICTORIA School A.C. or on VICTORIA forums or associated sites, share editorial responsibility and we must ensure that content is always accurate and appropriate. If you see anything which is incorrect or inappropriate, please report it immediately to the school director.
2. Postings on VICTORIA School's Facebook page, [www.victoriaschool.edu.mx](http://www.victoriaschool.edu.mx), official school social networking pages or blogs etc. must be checked by members of staff before publication. Students may not be given direct access to any such pages.

### ***10. Saving Your Work***

1. Staff should save their work on a USB stick.
2. Both staff and students are encouraged to have a personal back-up of their work. This is best facilitated by using their personal Google Drive account to store their work, but a USB drive can be used for this purpose.

### ***11. Printing and Photocopying***

Please be careful and environmentally friendly. Do you really need to print or photocopy a document? Is there a more effective, environmentally friendly way to distribute or archive a document or file?

1. Check that the destination printer is correct.
2. Always print on two sides when appropriate and available.
3. Never use a printer as a photocopier.
4. Respect copyright law when printing and particularly photocopying (see Section 6 above).

**VICTORIA's ultimate long-term goal is a paperless working environment.**

### ***12. Wireless Internet***

Students from year 7-10 do not have free access to the school's wireless network. The WIFI is only accessible to students studying in the library on their own devices.

### ***13. Bring Your Own Device (BYOD)***

1. Approved devices for student use must be on silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
2. Devices may not be used without permission on assignments, quizzes, or tests.
3. Devices may not be used during lessons for non-instructional purposes (such as making personal phone calls and text messaging). If a student is seen using a mobile phone without permission, the phone will be confiscated immediately, and the Head of Primary/Secondary will take any necessary action deemed fit for the offense.
4. Devices may only be used to access resources on internet sites which are relevant to the classroom curriculum.
5. VICTORIA School is authorized to collect and examine any device that is suspected of causing problems to VICTORIA technological resources or was the source of an attack or virus infection.
6. When appropriate student machines should have up to date anti-virus software installed at all times.
7. Students should not bring a device on to school premises that could infect the network with a virus, Trojan, or programme designed to damage, alter, destroy, or provide access to unauthorised data or information.
8. Students and parents should be aware that devices are subject to search by school administrators if the device is suspected of a violation of this document. If the device is locked or password protected; the student will be required to unlock the device at the request of a school administrator in the presence of a parent.
9. Printing from personal devices will not be possible at school.
10. VICTORIA School is not responsible for any possible charges or fees that might be incurred to a premium subscription account you own when using your own devices in school.

11. Users should strive to maintain appropriate bandwidth for school-related work and communications. VICTORIA School does not guarantee connectivity or the quality of the connection with personal devices. The IT Department is not responsible for maintaining or troubleshooting student tech devices.
12. Children below year 7 may not bring any form of mobile phone to school.
13. Students from year 7 to year 13 may bring in personal devices e.g. iPads, laptops only when they are requested by their teacher. The teacher requesting usage of these personal devices must also help to ensure that the equipment is secure during the day; however, neither the teacher nor the school accept any responsibility for the security of the devices whilst they are onsite.
14. Each user is responsible for his/her own device and should use it responsibly and appropriately. VICTORIA School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices.
15. **The use of any personal electronic device by a student is a privilege, which may be taken away. It does not constitute a right.**

#### ***14. Sanctions Against Misconduct or Inappropriate Use***

VICTORIA School will deal with any incidents of misconduct, inappropriate use or wilful damage on a case-by-case basis. With the authorisation of the school head we reserve the right to access all accounts operated by VICTORIA School.

##### **Students:**

Sanctions will range from a break detention for less serious incidents to a ten-day suspension for the most serious.

##### **Staff**

The faculty member responsible for the loss or damage of the equipment (including computer equipment) is compelled to pay any costs associated with its replacement or repair.

Staff (and other adult users) must also comply with the various Mexican laws, including, but not limited to, Labour Law, copyright and privacy laws. As an institution we believe that we should set an admirable example of digital citizenship. As teachers and staff, you are held to higher standard.



## VICTORIA School Media Policy

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Please complete, sign and return to your form teacher.

Student's Name: \_\_\_\_\_ Year: \_\_\_\_\_

Teacher: \_\_\_\_\_

### Student's Agreement:

I have read and understand the VICTORIA "Media Policy". I will use technology facilities at VICTORIA School in a responsible way and obey these rules at all times.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent Agreement:

I have read and understood the "VICTORIA Media Policy". I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet facilities.

I understand that, if selected, my son/daughter's work will be published on the school Website. I also understand that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used publicly. I understand that my child may be photographed for the publication of school yearbooks or the weekly newsletter. If I do not want my child's photograph to appear in any school yearbook or internal publication I must submit the request to school in writing.

As a member of the VICTORIA community, I understand that

**I also understand that there are consequences for breaking policies contained in this document. These consequences range from a detention to permanent exclusion of my son or daughter.**

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_